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ABSTRACT

The teaching and learning of English as a foreign language for special purposes is the focus of this annotated bibliography. The first section lists textbooks on English in social and physical sciences, general technology, engineering, transport and agriculture, medicine and various areas of commerce, including business correspondence. The books were published in a wide geographical area, including England, Europe, and the United States. A short list of simplified English readers follows. The rest of the bibliography concerns research and writing on the use of English for special purposes, in articles, books, and reports; current research in Britain; and theses and dissertations. (CHK)

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THE BRITISH COUNCIL

English for Special Purposes

Information guide No. 2

ED 053 394

English
Teaching
Information
Centre

April 1973

ENGLISH FOR SPECIAL PURPOSES

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The publications listed and described in this Guide may be consulted at ETIC. Additions or corrections would be welcome. Addresses of publishers may be obtained from ETIC.

Section IV was contributed by the Centre for Information on Language Teaching and Research. Section I was compiled in collaboration with CILT, which is preparing a bibliography of textbooks for teaching English, French and German for vocational purposes on behalf of the Council of Europe.

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April 1973

I TEXTBOOKS ON ENGLISH FOR SPECIAL PURPOSES

1. Social Sciences

1. BIDDULPH, G.M.R.
Geography. Oxford University Press (English Studies Series) 1971. 159pp + tape. Intended for students with good general English, to introduce them to texts from geography and such related fields as geology and demography. There are eighteen extracts, arranged in order of difficulty, sixty to seventy lines in length. Each text is followed by a true/false comprehension test, copious 'lexical and structural simplifications' which elucidate difficulties in the texts, and a number of exercises. These involve work with synonyms and antonyms and areas of grammatical difficulty and contain suggestions for writing. There is a pronouncing vocabulary and a key to the exercises. The texts are varied and stimulating, and the wealth of annotation makes the book suitable for use by a student working on his own. The introduction contains suggestions for procedure.

2. BIGGERSSON, H.
Economic and social readers 1 and 2. Akademiförlaget-Gumperts (Gothenburg) 1965. 108pp and 155pp. A series of extracts on the economic and social life of Britain, USA and some Commonwealth countries, with margin notes on pronunciation and meaning, the latter by gloss and translation. There are occasional contextualising visuals. Comprehension questions and composition topics follow each extract and the books seem to be intended largely as source books for information.

3. CENTRAL INSTITUTE OF ENGLISH, HYDERABAD
A preparatory General English course for Colleges: Social sciences. Orient Longman 1963. A course designed for students with a 2,500-word vocabulary and a limited range of structures who have to follow lectures and read textbooks in English. The main emphasis is on vocabulary expansion. The course is in three parts: the first part presents texts and requires students to locate words in the text to correspond to a list of glosses; the second part practises verbal structures through substitution table and blank-filling techniques and ends with sections on reference, comprehension and word formation; the third part is a dictionary with phonetic renderings, glosses and page references.

4. CLARKE, M.J.
Anthropology, psychology, education, language, philosophy. Oxford University Press (English Studies Series) 1966. 209pp + tape. A collection of thirty unsimplified passages from established textbooks and journals aimed at students of these social sciences whose English requires good models to study and imitate. Each passage is provided with copious notes elucidating points of lexis, grammar and technical content to lessen the need for teacher commentary and dictionary reference. Exercises on content are concerned with anaphoric reference as well as information extraction; syntactic exercises involve not only article insertion but also logical connectors. Summary and composition practice is provided. There is a key to exercises and an index of points covered in exercises.

5. CLARKE, M.J.
History, sociology, politics, economics and law. Oxford University Press (English Studies Series) 1964. 248pp + tape. A collection of thirty study passages on social sciences illustrating a variety of styles and concerns taken from established textbooks, journals and newspaper articles presented without simplification but with a considerable apparatus of explanatory notes on matters of grammar, lexis and content. Exercises vary in complexity from article insertion to the rhetorical judgement required to select support sentences for generalising statements and attempt to check advanced comprehension as well as to eliminate elementary errors of composition. There is an index of points covered in the exercises and a key.

6. ENGLISH LANGUAGE SERVICES INCORPORATED
Journalism. Books 1 and 2. Collier-Macmillan 1967. 112pp and 120pp + tapes. Both books follow a persistent sequence of selected vocabulary items, dialogue and sentence practice, and aim at providing specialised advanced English instruction in the field of journalism based on material derived from a Washington DC newspaper. Colloquialisms feature frequently, thereby making the language taught very distinctively American

7. FINOCCHIARO, M. and McNALLY, H.J.
Educator's vocabulary handbook. American Book Company (New York) 1965. 162pp. Intended to present some five hundred technical terms for administrators, teachers and students visiting America for professional purposes or using American texts. The terms are presented in units which progress from a vocabulary study and practice section to reading comprehension passages, dialogue practice and further lists of words and collocations. There is a key to the exercises and an index of the technical terms and the pages on which they are defined.

8. GALLAIS-HAMONNO, J.
The language of macro-economics. Dunod (Paris) 1971. 290pp. A first- or second-year university anthology of texts on the Theory of Income Determination, Macro-economic Policy and Economic Growth. Each extract is around four hundred to six hundred words and is followed by a list of idioms, notes on technical and general vocabulary in English and comprehension questions. There is an index both of technical and of common-core English terms defined in the book.

9. GRAVER, G.D. and HOILE, K.J.T.
Military texts. Oxford University Press (English Studies Series) 1967. 249pp. Aimed at military personnel on training courses, this book follows the usual English Studies Series format of extracts, notes on lexical matters, comprehension questions and exercises on points of grammar and usage. The texts include memoirs, military journalism, official history and military theory. There are appendices on content and linguistic matters and a key to exercises.

10. HESSERUS, K.
A modern economic reader. Svenska Bokförlaget/Bonniers (Stockholm) 1965. 191pp. Aimed at the upper forms of the economic line in the new Swedish gymnasium, this textbook consists of articles and extracts on topics such as Industrial Britain, the Advertising Agency, and Offices circa 2000, together with a set of questions arranged on a page-to-page basis. Vocabulary notes include phonetic transcriptions. There is an index.

11. McARTHUR, T.
A rapid course in English for students of economics. Oxford University Press 1973. 123pp. A preparatory course for intending students of economics for whom English will be either the medium of instruction or a library language. It consists of a series of fourteen units graded in length and difficulty and typically consisting of texts, exercises and supplements. Texts tend to come in pairs: a simplified set of one-sentence paragraphs presenting an information overview which is later reorganised into a more complex paragraph statement. Exercises relate to content, complex sentence structure, syntactic restatement and phonological features. Supplements involve diagrammatic presentations of content and word structure and exercises in these. There is a vocabulary list with phonetic equivalents and a key to exercises. It is presumed that the student will have completed a secondary-school English course.

12. MACKIN, R. and HAWKINS, W.
Liberal studies. Oxford University Press (English Studies Series) 1967. 163pp + tape. A collection of thirty texts from a wide range of topics, including sociology, linguistics and science, and representing a variety of styles - fiction, biography, drama, journalism and academic writing. The texts are generally more than a hundred lines long, which allows for complex ideas to be developed. They are not edited and are therefore suitable only for advanced students. The range of subject-matter is wider than in other books in the series, and detailed lexical annotation is not provided. The exercises are comprehension tests, word study, and suggestions for composition.

13. MOLYNEUX, M.
Legal problems. Collier-Macmillan (Special English Series) 1972. 101pp + tape. This book is intended for intermediate-level students, to introduce them to the vocabulary of legal English. Each of the fourteen units consists of a dialogue (with a story-line about a young couple), a short reading passage, and exercises involving structural manipulation, substitution drills and comprehension questions. The topics covered include contracts, damages, negligence and companies. There is a key to the exercises and a glossary of legal terms used in the book.

14. OUVRIEU, R.
Readings in economics. Masson (Paris) 1971. 104pp. Some thirty brief extracts on economic history and theory with contextualising photographs, marginal phonetic annotations, comprehension questions, essay themes and translation exercises. Topics vary from London in the eighteenth century to Parkinson's Laws.

15. RAFROIDI, P. and others

L'Anglais et les sciences humaines. Éditions de l'Office Centrale de Librairie (Paris) 1971. 319pp. An anthology of texts arranged in five sections: general views on topics such as The World around Us, Live Beings, Daily Activities, and Culture and Leisure; texts on philosophy and psychology; sociology, anthropology, economics; history and geography; and linguistics. Each text is around four hundred words in length and is followed by content questions, references to a grammar manual, and translation practice. The language knowledge of the learner must be presumed to be advanced.

16. SWIDA, D.

Learn to read, speak and write on politics and international economic relations. SGPiS (Warsaw) 1971. 139pp. There are two sections: one on International Economic Relations with chapters on International Trade Exchange, Fairs and Exhibitions, Economic Performance, Monetary Policy and Air Transport; and one on Politics and Diplomatic Relations with chapters on Diplomatic Visits, Diplomatic Relations and New Governments. Each chapter consists of short reading passages, lists of words and phrases or, sometimes, clauses with Polish equivalents; sentence construction based on sentence completion techniques; and translations from the Polish. Class discussion topics are also given.

17. WALZ, H.

Legal and economic texts. Hueber (Munich) 1965. 69pp. A collection of twenty-five legal texts and thirteen economic texts aimed at displaying the range of terminology in these two subject areas.

2. Physical Sciences

18. BROOKES, H.F. and ROSS, H.
English as a foreign language for science students. Heinemann Educational Books 1967. Book 1, 208pp + Teacher's book, 177pp. Book 2, 174pp + Teacher's book, 116pp. A course for complete beginners graded from elementary to intermediate and aimed at providing practice in key structures in everyday spoken English by means of short dialogues and simple scientific reading passages. Initially vocabulary and situations are provided through pictures. Teaching units are typically situationalised: drawing offices, laboratory benches and experiments appear in Book One. In Book Two the approach is more through topic areas such as heat, electricity and radio-activity. The student progresses from oral drills to the beginnings of content analysis. There is detailed guidance in the teachers' books on a page-by-page basis. With tapes.

19. CALASSO, M.G., and others
A workbook in technical English: Chemistry. Le Monnier (Florence) 1971. (The pages are not numbered consecutively.) Published in loose-leaf file form, this workbook consists of extracts from British and American textbooks and journals. Each extract is approximately two hundred words in length and is followed by a section that warns agains L1 interference problems and another that summarises content in sets of sentence patterns. There are exercises in suffix manipulation, blank-filling, question formulation and discussion, summarising, and translation work for which vocabularies and notes are provided. There is a pull-out section of line-drawings and diagrams and a small appendix on business correspondence dealing with topics such as machine-tool orders. There is a glossary.

20. CENTRAL INSTITUTE OF ENGLISH, HYDERABAD
A preparatory general English course for colleges: Physical sciences. Orient Longman 1963. 231pp. The first part of the book is intended to widen the student's vocabulary to include special terms common to all branches of science by means of technical passages with straightforward comprehension questions and 'puzzle' exercises - looking for words corresponding to a definition, noting absurdities in specially written passages, looking for specific information in extracts from indexes and dictionaries. Practice is given in the second part of the book with structures which occur frequently in first-year college textbooks. An attempt has been made to contextualise structures so that practice involves meaning and is not purely mechanical. A glossary of words used is appended with phonetic transcriptions for each item.

21. CLOSE, R.A.
The English we use for science. Longman 1965. 212pp. Intended for scientists who need textbooks in English and who have a good grounding in general English. Leads up to the level of 'Science Texts' paper of Cambridge Proficiency, concentrating on the essential grammar and lexis which can serve as a basis for any scientific purpose. The fifty-two texts are from such areas as space, engineering and medicine, mainly from British scientific journals, and are classified into three levels of difficulty. The introduction contains a description

of the characteristics of scientific English and suggestions for using the book. The texts are followed by questions testing general comprehension and practice exercises, using the grammar and lexis of the texts. The language of the texts is exploited fairly extensively and imaginatively in this way, and such practice should lead the students to mastery of the appropriate patterns.

22. CROFT, K. and BROWN, B.W.
Science readings for students of English as a second language: With exercises for vocabulary development. Educational Services (Washington DC) 1966. 184pp. Texts on a variety of simple scientific subjects are followed by comprehension questions and vocabulary extension exercises encouraging students to use a dictionary. The assumed vocabulary is about 3,500 words and about seven hundred new items are introduced in the readings and exercises.

23. DUVAL, C.
English for the physicist. Presses Universitaires de France 1968. 103pp. Intended for the French student who has already studied English to a reasonably advanced standard at school, this book aims to provide texts, vocabulary, mathematical symbols and lists of multilingual technical dictionaries in numerous branches of physics and chemistry. Words and passages for translation into and out of French are provided and practical exercises in the description of simple operations and equipment to encourage students to make active use of the terminology learnt. Both British and American terms and some laboratory jargon are introduced.

24. DUVAL, C.
English for the Scientist. Éditions du Centre National de la Recherche Scientifique (Paris) 1968. 103pp. Intended for the French science student who has already studied English to a reasonably advanced standard at school, this book provides texts for translation, vocabularies, mathematical symbols and expressions covering a variety of basic subjects in many branches of scientific investigation. Practical exercises are suggested in the foreword such as explaining theorems and simple scientific experiments to help students to make active use of the terminology provided.

25. EWER, J.R. and LATORRE, G.
A course in basic scientific English. Students' book. Longman 1969. 199pp. Aims to serve a broadly educational purpose as well as presenting the language of science for students of medicine, engineering and other scientific subjects. The material was chosen from a scrutiny of three million words in British and American textbooks, articles, dictionaries and popularisations. There are twelve units, each consisting of a specially written text followed by sections on comprehension, word study and criticism. There is a wealth of varied productive exercises on each text. Other features are: a supplement of extracts from current scientific literature; appendices of prefixes and suffixes, irregular verbs, abbreviations and symbols; a basic dictionary of scientific English with separate sections for lexis and structural words; and an index of structures occurring in the book.

A course in basic scientific English. Teacher's book. 30pp. Contains an introduction on the purpose and scope of the book, grading and flexibility, and suggestions for using the course. It recommends an oral approach for classroom exploitation. There are detailed notes on each of the units and suggestions for further practice.

26. GETHIN, R.H. and MACKIN, R.
Zoology and botany. Oxford University Press (English Studies Series) 1969. 240pp. Aimed at English-medium university science students with a good intermediate knowledge of English. Extracts from textbooks are preceded by vocabulary notes on general and scientific words and followed by explanatory notes on lexis and a selected grammatical topic such as adverb position, negatives, the expression of purpose and result and irregular plurals. Exercises include: comprehension questions; rewriting of sentences to include prepositions or replace paraphrases with technical terms; combining simple sentences into complex. Diagrams are often incorporated in the text. There is a key to the exercises.

27. HAWKINS, W.F. and MACKIN, R.
Physics, mathematics, biology, applied science. Oxford University Press (English Studies Series) 1966. 274pp.
A collection of twenty extracts from popularisations, broadcasts and textbooks for students about to approach 'scientific English'. Each extract is annotated with notes expounding both likely conceptual and linguistic difficulties, including back reference and nominalisation. The notes tend to be twice the length of the extract. Exercises include comprehension questions with assistance in tracing the answers, structural manipulation, sentence completion and precis work. (A collocational and pronouncing vocabulary together with a key to exercises is produced separately as Volume 3b of the series.)

28. HENN, T.R.
Science in writing. Harrap 1960. 248pp. A set of specimen passages presenting scientific writing from Pliny to Jung, selected to show the memorable or typical use of prose for observation, analysis, speculation and judgement. Each passage is prefaced with a note on the author and his style in relation to his period. A short section on some qualities of the prose of science discourses on ideas of clarity, adequacy, memorability and the role of metaphor before offering hints on the achievement of an adequate prose style. The book is aimed at the science student in the British university system but might function in an English studies context overseas.

29. JEFFARES, A.N. and DAVIES, M.B.
The scientific background: A prose anthology. Pitman 1960. 306pp. Aimed at bridging the gap between scientist and humanist through studying the writings of scientists who have written well. There are a hundred extracts, beginning with Thomas Sprat and Joseph Glanvill and including Darwin, the Huxleys, Jeans, Eddington and Russell. The passages vary in length from one paragraph to several pages and a set of questions is given to provide a tentative basis for analysis and the furtherance of clear and lucid expression.

30. MELANDER, M.
A science reader. Natur och Kultur (Stockholm) 1963. 134pp. An anthology of extracts whose sources include science fiction (Hoyle's The Black Cloud), literature with a science background (Snow and Balchin), textbooks, and science journalism for Swedish students at the gymnasium level. Lexical difficulties are glossed in Swedish in the margin with occasional phonetic transcriptions. There are no exercises.

31. SMITHIES, M.
Advanced English comprehension texts for science students. Collier-Macmillan 1972. 259pp. Aimed at developing a close textual reading technique for advanced non-native speakers of English who will study science through the medium of English. The texts are drawn from sources such as The Lancet, Time and Science and are followed by a battery of objective questions. Correct answers and rejected responses are both accounted for in notes. There are no visuals.

32. SWALES, J.
Writing scientific English: A textbook of English as a foreign language for students of physical and engineering sciences. Nelson 1971. 168pp. Aimed at teaching non-native speakers of English the language skills necessary for coping with English-medium science and technical instruction in universities and technical colleges. Twelve units dealing with topics such as Dimensions and Properties, Definitions, The Passive, Tables and Graphs offer a wealth of exercises: rewriting, blank-filling, insertion, transformation, true/false labelling, rearrangements, sentence completion etc. The exercises are graded in difficulty. There are very few visual examples of information presentation. The materials were tried out in provisional form in the University of Libya.

33. TEICHMANN, C. and WEISE, G.
Englisch Lehrtexte: Chimie. VEB Verlag Enzyklopädie (Leipzig) 1971. Fifth edition. 184pp. A selection of fifty texts anthologised from 1950s' and 1960s' textbooks in extracts of around five hundred words. Each extract is followed by notes on context, lists of words and phrases to be learnt with German equivalents, language and content questions on the text, and translation practice. Fifteen illustrative figures are incorporated in the text, sometimes with English labelling. There is a glossary, a chemical crossword puzzle, and an additional unannotated collection of journalistic texts.

34. THORNLEY, G.C.
Easier scientific English practice. Longman 1969. 146pp. The second in a series of four books intended to provide students with suitable extracts from well-known writers for comprehension practice in scientific English. There are twenty-six pieces graded in order of difficulty and varying in length from three hundred to six hundred words. Each piece is preceded by a note on the content and its source. Comprehension exercises are followed by substantial language practice material involving blank-filling, structural manipulation, clause analysis, word-building, preposition insertion and sentence composition to demonstrate understanding of words and phrases. There is a glossary of around two hundred and fifty items and and index to language questions.

35. THORNLEY, G.C.
Elementary scientific English practice. Longman 1967. 107pp. Aimed at students whose English has reached the level of Longman Structural Readers, Stage Four. Some thirty pieces specially written by the author cover such topics as Light, Eclipses, Arab Scientists, Malaria and Gravitation. Each piece is followed by a set of exercises involving lexical insertion, sentence completion and structural transformation. There is a hundred-word glossary at the end and an index to language questions. Prepositions, conditional and relative clauses, negatives and tenses are the main areas of language practice.

36. THORNLEY, G.C.
Further scientific English practice. Longman 1972. 198pp. An anthology from the writings of scientists in the forefront of modern thinking, this book follows on from the author's Scientific English practice. Likely lexical difficulties are italicised in the text and explained at the end of the piece. Exercises are grouped into comprehension, essay and language work. Sentence formation and completion, morphology, voice and conditional clauses are the main emphases in the language work. There is a glossary and index. The level intended is university entrance.

37. THORNLEY, G.C.
Scientific English practice. Longman 1964. 150pp. The third in a series of four books intended to provide students with suitable extracts from well-known writers for comprehension practice in scientific English. Thirty texts, occasionally simplified, are arranged in order of increasing difficulty and furnished with exercises on comprehension, composition and language. The latter consists of blank-filling, transformation practice, use of relatives or participles, clause analysis, question formulation, and other exercises in sentence completion and word formation. There is a glossary of around three hundred items and an index to language questions.

38. THORNLEY, G.C. and CASTOLDI, M.
Scientific English practice: per le scuole medie superiori. Mondadori (Milan) - Edizioni Scolastiche and Longman 1970. 214pp. This edition includes the original thirty passages of the 1964 edition of Longman's Scientific English practice by Thornley plus ten further scientific and technical texts of a more recent date covering, among other subjects, space travel and computers. The international phonetic symbols used for phonetic transcription are listed. Each text is followed by notes, expanded by Castoldi, on some of the patterns and words used. Comprehension questions, suggestions for composition, and exercises on scientific usage complete each section.

39. WOODFORD, F.P. (editor)
Scientific writing for graduate students: A manual on the teaching of scientific writing. Macmillan 1968. 190pp. This is a Council of Biology Editors Manual prepared by the CBE Committee on Graduate Training in Scientific Writing in response to the belief that 'scientific writing is heavy, verbose, pretentious and dull'. Rhetorical principles and editing assignments, information retrieval and design of tables

of figures make up the bulk of advice, which is largely centred on writing articles for learned journals. There are also chapters on writing the doctoral thesis and research project proposals, and there is a six-page bibliography and an index.

3. Technology

3.1 General

40. BELLINI, M.L. and FRANCHI, E.
English and American people and their activities: Farming and building. Zanichelli (Bologna) 1963. 331pp.
An anthology in three parts: aspects of English and American life; farming; and building. There are page-by-page lexical footnotes and content questions after each section. The text is interleaved with illustrations, some of them coloured. The anthology has been prepared for students of technical institutes and presupposes a sound command of common-core English. The sources vary from children's reference books to established textbooks.

41. BRITISH BROADCASTING CORPORATION
Scientifically speaking. BBC Publications 1971. 160pp + tapes.
Aimed at introducing the lexis and structures of a dozen technological topic areas: plastics, steel, aircraft, nuclear power, oil, civil engineering, electronics, shipbuilding, computers, laws, statistics and telecommunications through conversations, diagrams and explanatory texts. There are sections on word study in each chapter and a fifteen-page treatment of the structures of scientific English.

42. BRITISH BROADCASTING CORPORATION
The scientist speaks: The English of science and technology. BBC Publications 1967. 99pp + films. Produced to accompany The Scientist Speaks, a series of thirteen films, this text attempts to illustrate the written register of science and does not repeat the dialogue of the films though it covers the same topic areas. The first part of the text covers some general features of the scientific register and twelve specific topic areas, including bridges, plastics, oil and smallpox; and Part Two deals on a systematic basis with some of the linguistic features of science discourse, including the passive, nominalisation and conditionals. Diagrams and illustrations are copious. There are exercises in both parts and a key to these. Exercises in Part One are lexical; in Part Two they involve comparison work based on syntactic or rhetorical notions.

43. BROUGHTON, G.
A technical reader for advanced students. Macmillan 1965. 122pp.
A collection of thirty passages for advanced students of English as a foreign language gathered from popularisations largely published in the 1950s or early 1960s. Each passage typically consists of text, lexical annotation and exercises. The exercises include definitions, paraphrase, content and analysis, transformation, grammatical analysis and sorting, and stylistic comment. Topics include radio-stars, bathyscaphes, radiocarbon testing, welding and underwater television. Most passages have diagrams or photographs.

44. CASTIGLIONE, A.S. and BARTIROMO, A.
Brave new world. Loffredo (Naples) 1969. Second edition. 556pp.
A collection of generally informal expository prose texts, often specially written, on such topics as Engineering, Telecommunications, Electronics and Chemistry, that attempts a comprehensive survey of concepts and personalities in the world of applied

science for Italian technical students with a strong grasp of the essentials of English grammar. Lexical annotations average twenty to a page of text and occasionally involve noun phrases or even sentences as well as single items. A technical ABC and background information on Britain and America precedes the collection of texts, which is followed by a glossary and a biographical survey of men of science.

45. CISORIO, A.R. and OLIVA, P.L.
Life and work. Petrini (Turin) 1971. 299pp. Consists of over a hundred passages on technological topics for students of industrial technical institutes. Each text has lexical annotations in footnotes and content questions. In addition there is a small selection of Italian texts for translation. The anthology is based on textbooks and presumes an advanced level of English. It is profusely illustrated. There is an index.

46. CROUSE, W.H.
Understanding science: A technical reader. Läromedelsförlagen (Stockholm) 1964. 132pp + booklet What's Your Answer? Egerston. An introduction for grammar schools written in simple analogical prose. Topics include the atom, the steam engine, transistors and television and are presented with an abundance of line drawings. Lexical annotations are gathered in an appendix and average between ten and twenty per page of text. English glosses and phonetic transcriptions are usually given. A bilingual glossary is also provided. Exercises are found in a separate booklet and are largely related to content matters but also include: concepts of grammar for analysis and translation tasks; synonym exercises; definitions; and diagrams for labelling in English. Answers are given in a separate booklet.

47. DANILA, V.
Engleza pentru ingineri si technicieni. Editura Technica (Bucharest) 1969. 511pp. A course for beginners in Englisn attempting through twenty-five lessons and sixteen reading passages to achieve fairly advanced production skills in technical English. Lessons begin with a vocabulary list of some sixty to seventy related terms (eg in Mathematics), develop usage through question and answer with visuals where appropriate, expound grammatical rules with copious examples, and set exercises on structural patterns, morphology and translations to and from English. Bold type and two-colour printing is used. The reading passages are annotated with Romanian equivalents of idioms and phrases and there are comprehension questions, exercises at phrase and sentence level, dictation and vocabulary lists. There are keys to the exercises, a glossary of adverbs and adverbial phrases with Romanian equivalents, a vocabulary list and a bibliography.

48. ERNOLU, C.
In workshop and laboratory. Läromedelsförlagen Språkforlaget (Stockholm) 1971. 178pp. A reader for technical schools consisting of thirteen anthologised passages on scientific and technical topics with diagrams and photographs incorporated in the text. For each extract there are paraphrase exercises and contextual questions designed to test understanding of structures and lexis. Over 1,500 words and collocations are given phonetic transcriptions or Swedish equivalents in a glossary, and there is an alphabetical wordlist.

49. HEDEN, S. and JENKINS-HEDEN, V.
Techno-Texts: General. Läromedelsförlagen Akademiförlaget (Stockholm) 1969. 76pp + tape. Articles from technical magazines and journalistic sources are presented with contextualising photographs and phonetic and semantic glosses in the margin. Content questions follow together with exercises requiring research or imaginative extrapolation. Summaries are required to be written from specific viewpoints and for a variety of functions. There are also suggestions for class discussion.

50. HEDEN, S. and JENKINS-HEDEN, V.
Techno-Texts: Building. Läromedelsförlagen Akademiförlaget (Stockholm) 1972. 76pp + tape. An introductory anthology to this subject area based on articles of general interest taken from information agencies and the press and including futuristic proposals as well as descriptions of contemporary housing and architecture in Britain and America. Articles are around seven hundred words in length generally and are laid out with phonetic and semantic glosses in the margins. Questions follow each piece and include composition and discussion as well as comprehension work. A brief alphabetical vocabulary is appended. The text is well illustrated and designed.

51. HEDEN, S. and JENKINS-HEDEN, V.
Techno-Texts: Electrical. Läromedelsförlagen Akademiförlaget (Stockholm) 1972. 55pp + tape. An anthology of technical information taken from non-specialist publications such as press and Consumer Association publications and given contextualising photographs and marginal phonetic and semantic glosses. There is a brief attempt to analyse technical information into functional classes: instructions; warnings; regulations; recommendations; and descriptions. Some grammatical recommendations are given for writing in those areas and questions and articles relating to the functional classes are indicated. Topics include How to Mend Fences, A Baby's Heartbeat, Electrochemical Machining. The questions on the articles often require imaginative extrapolation as well as reference to the text and include word-study summaries. There is a vocabulary list and a register of technical magazines.

52. HERBERT, A.J.
The structure of technical English. Longman 1965. 208pp.
A practice book aimed at foreign students of engineering needing to master advanced technical texts and intended to deal more with structures than with lexis. The book is organised into twenty-eight sections each of which follows a pattern of Reading, Word Study and Patterns. The reading texts are specially constructed to show features of usage, and bold type and italicisation are used to reveal patterns that are later subject to intensive drilling through substitution tables and other devices. The patterns practised are a mixture of grammatical and notional types and tend to follow the schemes popularised by A.S. Hornby. Labelled diagrams are incorporated in the text. There is a key to the exercises and an index of vocabulary studied.

53. HEUSKIN, E. and others
Introduction à l'anglais technique. Dunod (Paris) 1972. 127pp. Aimed at second-year students in technical lycées, this elementary-level text begins with a précis of grammar arranged in tables according to the traditional parts of speech and then considers pronunciation problem areas. Topics such as Iron and Steel, Industrial Development, and Time are presented in brief passages, using bold type-setting and lexical footnotes to facilitate comprehension. There are grammatical study sections and other passages for dictation and translation. There are also unannotated technical texts, lists of irregular verbs and vocabulary lists into and from English.

54. HOFFMANN, H.G. and HOWATT, A.P.R.
Einführung in das technische Englisch. Hueber (Munich) 1965. 224pp. A German-medium course for beginning students of English organised into twenty situation-based reading text lessons such as At the Garage, Engineering, and Drilling and Boring Machines, from which are derived lexis and grammar study sections and sets of comprehension exercises. The lexis sections feature head-words in a variety of collocational contexts with occasional phonetic transcriptions and German equivalents. The grammar sections dealing with topics such as The Gerund or The Modal Verb tend to very full exposition - in German. Exercises include structural manipulation, slot-filling and translation. Vocabulary lists for each lesson are given phonetic renderings and German equivalents. There are few illustrations.

55. von HOFSTEN, E. and PYE, M.
John in the factory. Svenska Bokförlaget/Bonniers (Stockholm) 1965. 83pp. A narrative of a country boy coming to town to register as an apprentice at an industrial school is used to familiarise students with technical processes and their description at an intermediate level of English. Comprehension questions on both narrative and technical contents are gathered on a page-to-page basis at the back of the book, as is a vocabulary list with phonetic transcriptions, Swedish equivalents and collocational patterns when appropriate. There is an alphabetical list of the 1,250 or so words glossed in the vocabulary lists.

56. von HOFSTEN, E. and PYE, M.
John tours British industries. Svenska Bokförlaget/Bonniers (Stockholm) 1970. 145pp. A sixteen-chapter photographically illustrated narrative of a visit to England and Wales by a group of technical students in which aspects of British life and the technical processes involved in various industries are presented in about equal ratio: Chapter Eleven features eg a fish-and-chip supper, and Chapter Thirteen shipbuilding. The language level is intermediate to advanced and requires a sound knowledge of common-core English. A glossary on a page-to-page basis with phonetic transcription, Swedish equivalents and, often, collocational contexts is matched by a set of comprehension questions on narrative and technical matters, also arranged on a page-to-page basis. Some eighteen hundred items feature in the vocabulary and these are alphabetically arranged in an index.

57. HOLMBERG, NYQVIST and HERMANSSON
Informative reading 2. Läromedelsförlagen Språkförlaget. (Stockholm) 191pp + tapes. Intended for second-year gymnasium students, this coursebook is in two parts: the first consists of generally informative texts; the second of an assortment of texts on technology and economics. The latter texts are presented with contextualising visuals and word-lists with phonetic transcriptions and occasional glosses in English and Swedish. Content questions, including multiple-choice types, follow, and there are project tasks for group-work involving analysis. Composition work is occasionally featured. The texts are taken from a variety of sources, including textbooks, reviews, reference manuals, biography and broadcasts, and thus span a variety of styles. A sound grammatical command of English has to be assumed, especially as important areas such as reference and connection are not investigated in the exercises.

58. JOHNS, T.F. and BROSTAM, B.
Prospects for thermonuclear power. Svenska Bokförlaget (Stockholm) 1965. 93pp. A reader for grammar and technical schools, with a glossary of technical and general terms given phonetic transcriptions and Swedish equivalents. The reader is abundantly illustrated with photographs and diagrams.

59. KURZWEIL, Z.E. and KUSHNER, R.
English for students of technology. Girardet (Essen) 1964. 288pp. Designed for students of engineering during first-year College of Technology studies to enable adequate comprehension of text-books, journals and other publications in English. Material is arranged in three parts: textbook extracts; periodical extracts; and readings in the history and philosophy of technology. The extracts vary from four hundred to eight hundred words in length and are followed by content questions, exercises on language features and composition topics. Word-lists for each extract are gathered together in an appendix and gloss between a hundred and fifty items per extract.

60. MIDDLETON, A.M. and MAITILAINEN, J. (editors)
Technical-scientific readings. Werner Soderstrom (Helsinki) 1967. 131pp. A graded collection of articles for engineers and technicians needing to consult English sources. The articles are categorised both in terms of subject-matter (mechanical engineering, for example) and style (formal, in-formal, and advertising) to allow the teacher or private student to organise his work to suit specific requirements. Lexical footnotes occur on each page and these are gathered in an alphabetical glossary at the back of the book. There are no exercises and no grammar section.

61. PARRY, J.
Outlook: Science at work. Penguin 1970. 95pp. A series of specially written texts on current and future technological situations, arranged in seven sections: town and country; getting about (by hovercraft, hydrofoil, hovertrain etc); food and water; plastics; medicine; communications; computers. The texts are abundantly illustrated with diagrams and photographs and are designed for use towards the end of Coursebook Two of the Success with English Penguin course. There are no exercises though questions are raised in the text and as captions to photographs.

62. PITTMAN, G.A.
Preparatory technical English. Longman 1960. 175pp.
A situationally and notionally based textbook for apprentices and trainee-technicians, attempting to link the language of the workshop to that of the trade manual through actions and exercises preceded by oral drills. Vocabulary presented is generally that of description and definition, measurement, degree and proportion and development and processes rather than a series of technical terms. The book is organised into twenty-six sections, including Parts and Capacity, Dimensions, Sheets and Plates, Functions, Qualities, Properties and Characteristics. A good command of common-core English is assumed. There are abundant diagrams and line-drawings.

63. PRONINA, R.F. and SOROKINA, L.N.
Uchebnik angliyskogo yazyka dlya zaochnykh tekhnicheskikh vuzov. Vysshaya Shkola (Moscow) 1968. 311pp. An elementary-level course presented through the medium of Russian and organised into twenty-five lessons which typically begin with reading drills based on morpheme recognition and move on to reading passages, oral drills, exercises in word-building, syntax and translation and revision work. There is a strong emphasis on translation. The book includes a reference grammar, consultation tables for verb-forms and pronunciation, a key to the exercises and a glossary of around two thousand terms whose initial occurrence in reading texts is signalised by bold type.

64. SAUNDERS, P.A.
Introductory English: A course for technical students overseas. University of London Press 1967. 120pp.
Aimed at non-native speakers attempting such technical examinations as the Intermediate Examinations of the City and Guild of London Institute, this book attempts a variety of approaches, including oral sections on pronunciation matters; grammar sections on noun-phrases and tenses; notional sections on the expression of quantity; pragmatic sections on punctuation and note-taking; and situational sections on English in the laboratory. The method is explanatory, introductions being followed by models and exercises. There is a key to exercises together with notes for the teacher and an index of the main problem topics covered. There are no illustrations apart from one on the principle of the internal combustion engine.

65. THORNLEY, G.C.
Words for work: A practical reader. Valmartina (Florence) in association with Longman 1971. 298pp. A collection of three narratives written within 450, 780 and 1100 word-count levels respectively and introducing in each case a hundred trade and technical terms in italicised print. These are given Italian glosses in the margin and sometimes featured in line-drawings. Questions on both technical and narrative content appear. There is a glossary in which the principal terms are collected and given Italian equivalents.

66. ZOOMERMEIJER, M. and BAKS, B.
A technical reader. Stam (Oudeburg) 1969. 85pp. First published in 1956, this reader is organised into three parts: a technical idioms section in which numbered sentences make up a short text followed by noun and verb lists, the latter partly conjugated; an everyday subjects section with a graded series of texts leading from elementary to intermediate language; a technical subjects section with brief extracts on inventors and inventions and other topics at an intermediate level and without footnotes. There is a word-list and a supplement on structural words.

3.2 Engineering

67. ADAMSON, V. and LOWE, M.J.B.
General engineering texts. Oxford University Press (English Studies Series) 1971. 203pp + tape. A coursebook for university students consisting of unsimplified texts taken from undergraduate textbooks, journals, official handbooks and popularisations in the fields of civil, mechanical, electrical and chemical engineering and related techno-sociological studies. A good knowledge of grammar is assumed and access to technical dictionaries is required. The texts are followed by generous annotations of a situational, anaphoric and lexical kind. Exercises typically consist of information retrieval from the text, sentence composition (using words in other contexts), syntactic analysis and transformation, slot-filling for prepositions and particles, anaphoric reference analysis and paraphrase or research-based composition. The exercises have a key and an index.

68. AIGNER, H.
The world of engineering. Part 2. Braumüller (Vienna, Stuttgart) 1970. 147pp. A course for intermediate students consisting of fifteen units, each beginning with a reading passage with a technical bias leading into a series of extensive exercises in idiom, grammar, pronunciation, spelling practice and comprehension. Translation and project work are also included. There is an appendix dealing with differences between American and British English, an index and a vocabulary list with phonetic transcriptions and German equivalents. There are no visuals.

69. BARRY, W.S.
The language of aviation. Chatto and Windus 1969. 168pp + discs and tapes. A manual of commercial aviation with descriptive chapters on background topics and such topics as tickers, waybills, design of airports and aircraft, and preparations for flight together with a set of illustrative recordings prepared by the BBC. The information and linguistics components require an advanced level of comprehension and the role of the recordings seems to be largely phonetic. There is a short glossary of technical terms with phonetic transcriptions.

70. BRASNETT, C.
English for engineers. Methuen 1968. 144pp. Aimed at foreign students in tertiary technical institutions whose English is fairly elementary. Topics include Metals, Petroleum, Motor Cars and Welding. Text consists of reading passages with technical items in bold print, explanation sections and exercises involving sentence completion and sentence composition. There are thirty-five figures incorporated in the text and an index of the bold-print (technical) terms.

71. CALASSO, M.G. and MIRAK, M.L.
A reader in electrotechnics and electronics. Le Monnier (Florence) 1969. 374pp. Simple passages give factual, biographical and social information on electricity, its discovery and uses. These are followed by vocabulary notes and comprehension questions. The language presented is a mixture of British and American English and the two are not differentiated in the texts but differences are clearer in the sample business letters and some are briefly indicated in the introductory paragraphs to the correspondence section. No attempt is made to indicate the difference in use between 'Yours sincerely' and 'Yours faithfully' and, to a British eye, these are confused in the simple letters. A table of international phonetic symbols is given and these are used in the vocabulary section.

72. CALASSO, M.G. and MIRAK, M.L.
A workbook in technical English: Mechanics. Le Monnier (Florence) 1969. Loose-leaf pages arranged in units and numbered by paragraphs. A collection of American texts, with reference to (British) corresponding terminology in the vocabulary notes, on metallurgy and mechanics, covering machine tools, cars, aircraft and ships. An appendix provides sample business letters and a brief description of lay-out with a few differences between British and American practice. Technical vocabulary is also presented by means of annotated diagrams. The texts are followed by grammar and comprehension exercises and the letters by comprehension questions and opportunity both for translation and for unguided letter-writing.

73. CALASSO, M.G. and MIRAK, M.L.
A workbook in technical English: Metallurgy. Le Monnier (Florence) 1971. Loose-leaf pages arranged in units and numbered by paragraphs. A collection of largely American texts describing the raw material and processes of metallurgy. Sometimes the differences between British and American English are noted. Technical vocabulary is presented in an appendix of labelled diagrams. A further appendix gives a sample of one British and one American commercial letter and briefly explains the style and lay-out. Three exercises follow each sample.

74. CASTIGLIONE, A.S. and BARTIROMO
The computer age. Loffredo (Naples) 1972. 279pp.
A tertiary-level text expounding in English the history, applications and anatomy of the computer in short units with some twenty lexical annotations in Italian per page and an abundance of illustrations, often humorous. There is a section on composition topics, translation exercises and a glossary. The language-learning component is confined to lexis and translation and implies a sound command of grammar.

75. CECILE, C.
Passport to technical English: 1: The motor car; oil. Didier (Paris) 1968. 155pp. Written for students of technology in general, the book is organised into units that typically begin with a collage of advertising prose and visuals in two-colour printing followed by: a small intonation section; content questions; an adapted reading passage; and a section on idioms and grammar. There is an appendix with a glossary of terms and their French equivalents.

76. CECILE, C.
Passport to technical English: 2: Aviation and space. Didier (Paris) 1970. 157pp. An attractive two-colour-printed and copiously illustrated text aimed at engineering students with a sound general command of English, this manual is organised into sections in which information is introduced through dialogues with visuals for each exchange. Vocabulary and comprehension work follow on together with substitution based sentence practice. Reading texts prefaced with selected items in phonetic transcription and with incorporated diagrams then follow; the texts are adapted and their British or American origin is coded. A section on idioms and grammar typically completes the unit. Intonation is treated apart from the grammar but stress is included in it and the model of the grammar used is somewhat traditional with the subjunctive and the genitive case being typical labels.

77. COSTABILE, N.
Technical readings: Electricity. Signorelli (Rome) 1970. 132pp. Texts are arranged for elementary, intermediate and advanced levels. The elementary texts are followed by dialogues and comprehension exercises. With few exceptions the texts chosen are from British sources. They are illustrated by small photographs and diagrams. An appendix of initials and abbreviations is provided.

78. COSTABILE, N.
Technical readings: Mechanics. Signorelli (Rome) 1970. 210pp. Texts are arranged for elementary, intermediate and advanced levels and the elementary texts are followed by dialogue and comprehension exercises. The main sources are British. Advanced texts cover machinery, aircraft, metallurgy, thermodynamics, plastics, chronometry, optics, photography and building. Small photographs and diagrams illustrate the material and an appendix of initials and abbreviations is provided.

79. ENGLISH LANGUAGE SERVICES INCORPORATED
Aviation. In three books. Collier-Macmillan 1966. 94pp + 84pp + 86pp + tapes. Designed generally for students interested in the field of aviation who are non-native speakers and have a sound general command of common-core English, this series of three books, Aviation, Radio Telephony and Aviation Mechanics, is based on dialogues often realistically recorded in the noisy environment of the cockpit. The language level is advanced and presumes a familiarity with American idioms and culture situations as well as teacher knowledge of aviation situations. The method consists of dialogue or reading-passage introduction to the information theme, terminology practice in which technical terms are glossed and given in sentence context and comprehen-

sion questions often related to a diagram. The books are abundantly illustrated. Each volume has a glossary.

80. ENGLISH LANGUAGE SERVICES INCORPORATED
Engineering: 2: Electrical engineering. Collier-Macmillan 1972. 181pp + tapes. The text is organised into nineteen lessons each of which follows a tripartite arrangement of dialogue on reading, terminology practice and a check-up section. Topics covered include Modulation, Resonance and Transistor Parameters. The dialogues tend to feature a questioner and an expert and are largely expository in nature. The terminology practice consists of items defined and illustrated by use in three sentences. The check-up search consists of comprehension questions and/or blank-filling. Each lesson has a lead-visual and a number of the technical terms are also illustrated. The text is aimed at students interested in this field who have a sound general command of American English.

81. HAWKEY, M
English practice for engineers. Longman 1970. 79pp. Intended for engineering students who have studied English for three or four years, this text consists of eighteen chapters and three texts. A chapter typically consists of a reading passage with appended questions, a vocabulary section with terms glossed and exemplified in sentences, a section of structural notes and practice, dealing with some such theme as Voice, and a composition section. Topics treated are functional ones: report-writing, purpose, means, conditions etc. and the book thus combines information presentation with some attempt at developing a conceptual strategy. There are nineteen technical diagrams and an index of the technical terms and grammatical systems that have been treated. Exercises centre around gap-filling, sentence completion and structural manipulation.

82. HAVLIČEK, M. and WANKE, J.
Anglictina pro elekrotechniky. Statní Nakladatelství Technické Literatury (Prague) 1962. 642pp. A comprehensive survey of the main branches of electrical engineering with expository texts in which key items and phrases are italicised and afterwards glossed by translated equivalents. There is a glossary. Twenty-nine figures with labels in English are incorporated in the text.

83. HERRMANN, T.M.
Aeronautical English. Hueber (Munich) 1973. Introduction: 132pp. Reader: 93pp. Glossary: 136pp. Minimum Wordage: 80pp. The Introduction consists of chapters on: The Aircraft; The Aeroplane; Power Plants; Instruments; Stability and Control; How Is It Possible to Fly; All about Flights; Aerodromes; Air Traffic and Air Transport; Air - Aero - Aerial / Aviation and Aeronautics. The information presentation is step-by-step and uses translation, illustration and revision through gap-filling. The chapter on How Is It Possible to Fly? uses direct programming. The Reader consists of seventeen illustrated chapters on largely technical topics with annotations in German in the margin. The Glossary consists of key head-words like airport being defined and then followed by some fifty collocations that feature it. The Minimum Wordage consists of seven hundred and fifty keywords with collocational contexts and German equivalents.

84. HUMBY, E. and ROBINSON, P.
Computers. Collier-Macmillan (Special English Series) 1971. Succeeded by Computer Programming (P. Robinson). 118pp + tape. Aimed at students of English as a second language who wish to become familiar with the vocabulary of computers and computing. Fourteen units, beginning with taped dialogues, each lead into phonetic familiarisation, structural manipulation, reading comprehension work and test items for use in sentence composition. There is an exercise key and a glossary of around two hundred technical terms introduced in the texts. Topics treated include Hardware, Data, Computer Languages and The Systems Analyst. Visuals include photographs from IBM sources. The ratio of information exposure to structural practice is high.

85. JAY, S.
The jet engine. Collier-Macmillan (Special English Series) 1972. 120pp + tapes. Intended for second-language students of English wishing to become familiar with the vocabulary of the design and construction of the jet engine, this text is organised into fifteen units of dialogues, oral practice exercises and reading passages with comprehension exercises. The dialogues are set in an aero-engine school context with instructor-student exchanges, and from these statements or retorts are taken as model structures to be practised in substitution contexts. There are abundant visuals. There is a key to the exercises and a glossary of technical terms.

86. ROBINSON, P.
Computer programming. Collier-Macmillan (Special English Series) 1972. Sequel to Computers (Humby and Robinson). 104pp + tape. Aims at illustrating the special English of the computer programmer in fourteen units each of which begins with taped dialogues for phonetic familiarisation and leads into structural manipulation, reading comprehension work and test items for use in sentence composition. There is an exercise key and a glossary of technical terms ranging from Integrated Management Information System to Boolean Logic, Cobol, Fortran and Joss. Topics treated include Programming Techniques, Segmentation, Debugging and Report-Writing. Visuals include flow-charts and programme-sheets.

87. SCHARF, B.
Engineering and its language. Muller (London) 1971. 398pp. This is a linguistically advanced text aimed at industrial translators and technical writers who require a fairly detailed knowledge of Engineering and its terminology. The terminology is arranged in a continuous descriptive text with an abundance of line-drawings and a number of half-tone illustrations. The text is followed by over five hundred revision questions and there is a detailed index.

88. SCHINDHELM, W. and other.
Einführung in das technische Englisch: Elektrotechnik. VEB Verlag Technik (Berlin) 1971. 326pp. A set of texts on Basic Electricity, Electronics, Precision Mechanics and Power Engineering, with comprehension questions, syntactic analysis, composition practice, and word study. There are lexical footnotes and eighty-nine figures incorporated in the text. Reference is also made to syntactic structures, notes on which

appear in a grammar compendium of rules, examples and exercises to do with the Gerund, Participles, The Passive, and Infinitive Constructions. There are also reference tables explaining abbreviations, mathematical notations, form classes and suffixes, and a bibliography of approximately a hundred items. A vocabulary with English-German and German-English equivalents is printed in a separate booklet and contains approximately a thousand items. An advanced knowledge of English is presupposed.

89. SCOTT, J.S.
Civil engineering. Longman 1969. 108pp. A supplementary reader designed for overseas students following advanced technical English courses which attempts through practical exposition to introduce students to the lexis and structures of the register. Students are assumed to be familiar with the General Service Word-List and the 425 words of the supplementary scientific and technical vocabulary. The text consists of twenty-seven chapters on concrete technology, soil mechanics, municipal engineering etc, in which terms that are glossed are asterisked on occurrence. There are fourteen contextualising photographs and thirty-four diagrams in the text. Questions involving choosing one of four possible answers for insertion in sentences are grouped at the back of the book together with subjects for discussion and a glossary of some five hundred terms.

90. SHALIF, R.
A reader in mechanical engineering. Longman 1972. 83pp. Aimed at the university student studying mechanical engineering partly through the medium of English, this reader is a collection of seventeen texts drawn from professional journals and books and slightly simplified. Topics include Descriptive Geometry, The Steam Turbine, Gauge and Instrument Design, and The Technologist as Manager, and are followed by questions and a glossary. Illustrative diagrams appear in most chapters.

91. VEB VERLAG ENZYKLOPÄDIE
Englische Lehrtexte: Bauwesen. VEB Verlag Enzyklopädie (Leipzig) 1971. 151pp. A collection of advanced-level texts for civil engineers selected from British and American sources with vocabulary lists, notes on grammatical points and exercises on content, morphology, translation and syntactic manipulation. There are occasional line-drawings and photographs to illustrate matters of content.

92. WANKE, J. and HAVLIČEK, M.
English for electrical engineers. Brandstetter (Wiesbaden) 1971. 288pp. A manual for advanced learners of English who are presumed to need a guide to terminology but not to grammar. There are six sections: Fundamentals; Electrical Power Engineering; Electronic Engineering; Control and Computer Engineering; Communication Engineering; Radio Engineering. For each there is an expository opening text in English in which key terms are italicised; substantial bilingual vocabulary lists; a text in German commenting on terms and concepts. There is an index as well as sets of technical tables. Twenty-six figures are incorporated in the text.

93. WELLS, G.W.
Electronics and communications. Longman 1970. 92pp.
A supplementary reader designed for overseas students following advanced technical English courses. Familiarity with the General Service List and the technical and scientific supplementary vocabulary is assumed. The text aims to introduce students to the register of Electronics and Communications through a practical exposition of subject-matter. A hundred and ten figures are incorporated in the text. Multiple-choice questions are given for each chapter and there are discussion subjects and a glossary of over three hundred technical terms.

94. YEADON, A.
The motor car: 1: Running, maintenance, repairs. Collier-Macmillan (Special English Series) 1971. 115pp + tape.
Designed generally for students at school for whom English is a second language and the motor car a technical subject for study, this text is organised into sixteen lesson units with contextualising passages and summaries of useful structures practised in the unit. The method relies on automatic reproduction of drilled structures based on situations defined by topics such as The Fuel System and roles such as mechanic and apprentice. There is a key to the exercises and a glossary of technical terms.

3.3 Transport

95. BELL, C.
Seafaring in English. Gyldendal (Oslo) 1963. 232pp + two long-playing records. Originally this was a special series of programmes for seamen broadcast on the BBC's 'English by Radio' service. The textbook provides an opportunity for revision or a first encounter with English seafaring expressions and instructions introduced in a narrative and conversational form. A comprehensive glossary of terms also gives phonetic transcriptions. Sixteen dramatised episodes have been recorded on two long-playing records. The book is well illustrated, in colour where necessary. There are no exercises and a reasonable understanding of everyday English is assumed. There are a few printing errors.

96. BRITISH BROADCASTING CORPORATION
English for the motorist. BBC Publications 1965. 21pp + record.
A booklet containing the text of eight recorded dialogues and a glossary of British and American motoring terms. The dialogues revolve around a visitor to England visiting the London Motor Show, buying a car, learning to drive etc, and were devised for the English by Radio and Television' service of the BBC. They demand a sound general command of English.

97. LUZZATI, M.
Nautics: An English reader. Valmartina (Florence) 1970. 269pp.
The book is directed to all those engaged in seafaring but particularly the sailor himself. Texts and exercises are entirely in English. Italian is used to gloss new terms in the margins of the pages and for the bilingual labelling of diagrams. The exercises are for those who already have an intermediate

grasp of English. In a short second part some literary texts on sea subjects are given and also the script of two BBC talks between Albert Marckwardt and Randolph Quirk on the comparison of British and American English.

98. MACKLIN, B. and NASH, T.
Air travel. Collier-Macmillan (Special English Series) 1972. 118pp. Aimed at airline staff and travellers with a fairly sophisticated command of common-core English. There are fourteen visits with taped dialogues leading into phonetic familiarisation, structural manipulation and reading comprehension exercises. Each visit ends with a test on terms and collocations used in the unit. There is a key to the exercises and a glossary of over a hundred terms.

99. PICCHI, F.
A practical guide for mariners. Mursia (Milan) 1966. 320pp. A descriptive text on nautical matters with chapters on The Ocean, The Ship, Aids to Navigation, Propelling Engines etc. Each chapter is preceded by a word and phrase list with Italian equivalents and followed by conversation and discussion suggestions. A lengthy appendix anthologises descriptions of individual ships, sea stories, specimens of documents and technical readings. There is a brief guide to composition, a dictionary of technical terms and a glossary of Italian nautical terms. A sound secondary school knowledge of English must be presumed. There is an abundance of diagrams and photographs.

100. STREVENS, P.
Seafaring 1. Collier-Macmillan (Special English Series) 1972. 115pp + tape. Intended to give practice in British English as it is used by seafarers, this text is organised into ten units, each beginning with contrived dialogues containing a high ratio of nautical expressions. There are exercises in structure practice followed by progressive substitution drills, notes on expressions of position, reading passages, content questions and composition practice. There are abundant contextualising photographs and a number of diagrams. Over three hundred technical items are included in the glossary.

3.4 Agriculture

101. BELLINI, M. and FRANCHI, E.
English and American people and their activities: Farming; building. Zanichelli (Bologna) 1963. 331pp.
A straightforward presentation of information on many general aspects of British and American daily life followed by one section specifically on farming topics and one on building. Each text has new and specialised vocabulary printed in heavy type and translations are provided in footnotes. Each passage is followed by comprehension questions which, in some cases, would demand a reply of several spoken or written sentences. The book is illustrated both with coloured and with black-and-white photographs.

102. BERKOFF, N.
Agriculture. Oxford University Press (English Studies Series) 1971. 255pp + tape. Intended for students of agriculture at tertiary level, this book follows the usual English Studies Series format of text, notes on lexis and structures employed, and a battery of exercises. The texts are taken from books and articles in British and American English and the original spelling has been maintained. The notes vary from lexical restatements to informal definitions with the occasional use of diagrams. The exercises are of four types: comprehension exercises which check on content understanding through true/false labelling with reference to the text and through brief explanations; grammar exercises involving a descriptive statement and its exploitation through rewriting; vocabulary exercises involving replacing italicised phrases with single items already encountered in the reading passage. There are also often summary exercises. There is a key to the exercises, a summary of the main grammatical forms dealt with and a select pronouncing vocabulary.

103. ENGLISH LANGUAGE SERVICES INCORPORATED
Agriculture. Book 1, 2 and 3. Collier-Macmillan (Special English Series) 1966-67. 104pp, 115pp, 149pp + tapes. Book One deals with soils and irrigation, using a sequence of dialogue or reading, terminology practice and a checkup section. The context for both technical content and visuals is American and the method is one common to the Special English Series. The book is intended to provide specialised advanced English instruction for students interested in the field of agriculture and the emphasis is on oral familiarisation with technical terminology. There is a key to the exercises and a glossary of technical terms. Book Two deals with Field Crops and Book Three with Horticulture and Livestock.

104. SANTANA, G.H.
English at the service of agriculture. Pueblo y Educación (Havana) 1970. 281pp. This is a two-year textbook for technological agricultural institutes in Cuba aimed at familiarising students with agricultural terminology in English and based on a pattern practice approach. Lessons are organised in terms of grammar topics or readings and pass through a pedagogic process of motivation, instruction of structures and vocabulary, recognition of truth or falsity of assertions, induction into new patterns, group practice and evaluation. Readings feature the major crops of Cuba. Topics are visually cued in by line-drawings at the beginning of each lesson with a key pattern explication underneath. In year two, sentence sequences are studied and there is a higher proportion of readings.

4. Medicine

105. ANTONIETTI, G. and others
L'Anglais dans les sciences médicales. Colin (Paris) 1970. 424pp. An anthology of texts on the history, contributory sciences and treatment procedures of medicine from textbooks, The Lancet, popularisations etc, each about six hundred to eight hundred words in length, presented without simplification, annotation or exercises. Some two hundred phrases, some relating to doctor-patient situations, are presented in French with English equivalents and footnotes on usage and grammar.

106. DALLAS, D.
Nursing. Collier-Macmillan (Special English Series) 1971. 119pp + tape. Aimed at student nurses in training; for class use or private study. Fifteen units, each beginning with taped dialogues as pronunciation models and information contexts practise grammatical constructions on a repetitive structural manipulation basis. Reading comprehension and further exercises in grammar and tests in lexis complete the unit. A key to the exercises is included, as is a glossary of over a hundred and fifty technical terms. Each unit has contextualising photographs and diagrams or line-drawings.

107. EDUCATION COUNCIL FOR FOREIGN MEDICAL GRADUATES
Medical examination review book. In two parts. Medical Examination Publishing Company Incorporated (Flushing, New York) 1969. 211pp & 202pp. A practice and review collection of objective multiple-choice examination papers in the fields of Medicine, Pediatrics, Surgery, Obstetrics and Gynaecology, with each question being given standard textbook references. The tests are provided with keys.

108. ENGLISH LANGUAGE SERVICES INCORPORATED
Medicine. Three volumes. Collier-Macmillan (Special English Series) 1966. 34pp, 81pp & 93pp + tapes. Aims at providing specialised training in American English as a foreign language for doctors and medical students with a sound general command of English. Each book is divided into units on a topic basis such as Laceration, Fracture or Measles. Pronunciation practice, substitution drills, lists of practice sentences and dialogues are combined in varying lesson formats. There is a list of vocabulary but no glossary.

109. HOLMSTRÖM, I.
Medical English. Läromedelsförlagen (Stockholm) 1969. 81pp. An explanatory account of human biology with abundant illustrations, lexical annotations in the margin of the text, content questions, translation work and glossaries at the end of each chapter. There is a key to the exercises. The text is suitable for medical students and technicians with a good knowledge of common-core English.

110. HORVATOVIC, R.
Engelski za medicinare farmaceute i stomatologie. Zavod za Izdavanje Udžbenika Socialističke Republike Srbije (Belgrade) 1966. 437pp. A comprehensive coursebook organised into three parts: the first part introduces elementary structures, using medical situations and vocabulary where possible and presenting

information through line-drawings with commentaries; in Part Two a more formal grammar component is introduced and exercises of the slot-filling and transformation type appear; Part Three features abridged passages from textbooks and reference sources and the emphasis is on reading and translation. Throughout the text is organised in double columns with vocabulary glosses to the right, and the whole is abundantly illustrated with contextualising line-drawings and diagrams. The vocabulary list at the back contains over five thousand items with phonetic transcriptions, translated equivalents and collocational contexts.

111. KUPFERSCHMIDT, H.G.
Englisch für Mediziner. VEB Verlag Enzyklopädie (Leipzig) 1968. 320pp. A series of often abridged passages from medical texts interleaved with contrived dialogues, narrative pieces, verse mnemonics and cartoons. Content notes and questions with occasional lexical annotations follow most extracts. Appendices include pronunciation exercises, notes on English grammar, proverbs and quotations, abbreviations, a picture vocabulary of anatomical systems and medical situations, and a glossary of some five hundred terms with phonetic transcriptions and German equivalents. The whole presumes an advanced knowledge of common-core English.

112. MACKIN, R. and WEINBERGER, A.
El Inglés para médicos y estudiantes de medicina. Longman 1962. 161pp. A course focused on reading passages selected from standard British or American texts with grammatical difficulties printed in bold type and marginal indications in code form locating discussions of the difficulties. There are vocabulary lists with Spanish equivalents at the end of each extract. A general vocabulary list together with glossed abbreviations and an index of grammatical points appears at the back of the book.

113. MARTINS, J.M.
English for the foreign physician. Thomas (Springfield, Illinois) 1965. 121pp. Aimed at the foreign doctor wishing to work in America. Dialogues, descriptions, abbreviation lists, vocabulary lists.

114. PARKINSON, J.E.
A manual of English for the overseas doctor. Livingstone 1969. 213pp. A pocket-sized reference book that, besides presenting information on the structure of the National Health Service, hospital organisation, letter-writing conventions, medical qualifications and abbreviations, also categorises instances of colloquial English used by patients and doctors when discussing bodily functions, sexual problems, drug addiction and other topics likely to require a knowledge of euphemisms and often vulgar slang. There are useful sections on phrasal verbs and idioms, and a series of nine case-histories embodies a number of colloquial exchanges.

115. SOSAR, M.
The English that doctors speak. Zvaigzire (Riga) 1969. 279pp.
After introductory sections including one on pronunciation and one on medical morphemes, this text treats topics like The Human Body, Medical Education, The Outpatient Department etc, in four sections: the first is termed Compulsory Word Stocks and consists of key questions, model answers and a list of the terms used, with phonetic renderings and translation equivalents. The other three sections consist of grammar exercises, often of a paradigmatic nature, lexical exercises and texts. There is a glossary. Tables of verb-conjugations are also given.

116. YELISEYEVA, A.G. and YERSHOVA, I.A.
English words and how to use them: Health and medical services. Higher School State Publishing House (Moscow) 1963. 156pp.
A course based on short extracts from fiction and journalism with exercises on content matters, idioms, synonymy, structural words, retelling narratives from various points of view and with plot-changes, a variety of translation work and topics for debate. Around two hundred words feature in a glossary with definitions, use in sentences, examples of collocational occurrence, and equivalents in Russian.

5. Commerce

5.1 General Many of the general courses described in this section are concerned in part with commercial correspondence. Books dealing exclusively with correspondence are found in Section 5.2.

117. ANDERSEN, K.G. and BAY, P.
Commercial reading. Gyldendal (Copenhagen) 1966. Fifth edition. 284pp. Aims at giving advanced students of English a variety of texts on trade and industry, transport, finance, insurance and advertising, to develop their knowledge and linguistic expertise in these fields. There are vocabulary lists with phonetic transcription after Gimson and translation equivalents. There are maps of Britain and the USA but no other visuals.

118. ASSÉNAT, J., FÉRAUD, P. and GRATELOS, L.
Exercices d'anglais commercial: Premier degré. Dunod (Paris) 1967. Fifth edition. 239pp. Some hundred units typically consisting of a commercial text, a related composition topic, a set of questions, translation practice and vocabulary lists make up the course; a conceptually arranged vocabulary of over two thousand items (The Office, Organisation of Business, Contracts, Forms of Business Organisation, Money and Remittances, The Banking System) is also appended. The method is traditional grammar-translation and the course is aimed at Collèges d'Enseignement Technique and the economic divisions of Lycées Techniques.

119. BALSAMO, R. and CREE, D.A.
Modern English in our commercial schools. Petrini (Turin) 1971. 430pp. An outline study of commerce, with key terms italicised and defined in brackets and with translation tables and questions, is followed by a section on commercial correspondence in which verbal phrases and samples of phraseology are arranged on a situational basis and given Italian equivalents. A third section on commercial correspondence with two-way translation models is followed by a fourth section dealing with the translation of journalistic articles into and from Italian.

120. BARTNICKI, S.P. and PAWLOWSKA, B.E.
English in business. Panstwowe Zaklady Wydawnictwo Szkolnych (Warsaw) 1971. 334pp. Consists of chapters on business themes divided into two units each of which contains an exposition of the information theme in an introductory passage of around two hundred words in length; a specially contrived conversation to develop the theme; samples of correspondence; and language practice materials involving structural manipulation, sentence completion, findingterms to match paraphrases, composition exercises on commercial matters, and conversation pattern practice along lines popularised by Jerrom and Szkutnik. Lexical annotations are incorporated in the text, but in addition there is a glossary of selected phrases for correspondence and a word-list with phonetic or Polish equivalents.

121. BEESLEY, A.R.

English for your business career. Volume 1. Collier-Macmillan 1971. 188pp + tapes. Designed for young adults at a beginning level, this book assumes a need to acquire usage and vocabulary for a business career. Book One contains eighteen units each of which comprises a lesson plan, two conversations, build-up drills, notes and various manipulative exercises. A pronouncing vocabulary at the end contains some fifteen hundred words, and the structures taught are itemised in each section. Structures are undoubtedly graded, but vocabulary tends to be specialised, with the interest defined by the author's aim. Exercises and presentation are varied. The context is European, and illustrations are attractive and appropriate. The materials can be used for self-teaching or with a group.

Volume 2. 1972. 201pp + tapes. This volume takes the learner to an intermediate level, with a vocabulary reaching between 2,500 and 3,000 words. The high standard of presentation and illustration of Volume One is maintained. Review materials are contained in four appendices.

122. BINHAM, P.

Executive English. Book 1. Longman 1968. 120pp + tapes. The first of three books intended to teach the language of business. Each book covers a year's work, providing two to three hours per week plus one laboratory hour. Book One assumes that the student has reached Cambridge Lower Certificate standard and has some knowledge of business. By the end of Book Three he should be able to understand The Economist and participate in a business conference in English successfully. The basic unit consists of an article and/or conversation taken from books, newspapers or actual interviews; notes, mainly explanations of words; and practice. The exercises include completion exercises testing knowledge of prepositions; practice in joining sentences; providing synonyms for words from the text; comprehension questions on the text; and writing business reports. Original advertisements are reproduced as illustrations. The book is divided into three sections: The Businessman; Marketing; and Foreign Trade. The tapes cover all the dialogues in the book and various forms of practice based on the dialogues. There is a glossary of commercial terms used in the book.

Book 2. 1969. 155pp + tapes. With only a few exceptions, all texts are genuine and are adapted only where absolutely necessary. It is claimed that they are graded for difficulty. The composition of each Unit is similar to that of Book One, with rather fewer exercises. The two parts of the book are called 'Management Techniques' and 'Manufacturer to Consumer'. The tapes provide practice in intensive listening, conversation and structure.

Book 3. 1970. 121pp. Similar content and format to Books One and Two, with three parts: 'Money Matters', 'Technology in Business' and 'National and International'.

123. BOND, L.C. and CAVALI, E.
Business today. Marietti (Turin) 1972. 383pp.
This is a comprehensive account in English of the British commercial world, intended for Classes Four and Five of commercial institutes. The book is large and has attractive two-colour print and black-and-white and colour photographs. It is prefaced by illustrations and examples of decimal currency. The business letter forms part of the material for study and exercises are set in Italian based on specimen letters for each aspect of commercial work. There is an English-Italian vocabulary and an appendix listing abbreviations used in commerce and other common English abbreviations.

124. CHARON, J. and others
Anglais commercial. Larousse (Paris) 1971. 288pp.
Aimed at the graduating classes of the Grandes Écoles Commerciales, this is an attractively produced two-colour-printed text covering the main topics of business organisation, transport, banking etc. Each chapter begins with a tree-diagram of the topic and a series of answered key questions followed by translation and composition exercises and a section on business correspondence. There is copious illustrative material, including contextualising photographs, reproduced documents and maps. There is a glossary of business terms appended of some six hundred items with one or more French equivalents. There is a separate volume published as a key to the exercises.

125. COSTINETT, S.
American English for international businessmen. Institute of Modern Languages Inc. (Washington DC) 1967. 168pp + discs.
Intended for students with a high intermediate-to-advanced level of proficiency in English whose occupational needs will include the ability to communicate with English-speaking members of the business community, the course consists of twelve dialogues, each of sixteen lines, with alternative expressions given for each line, and questions for discussion. Eleven reading texts are also incorporated. The method follows a presentation-production-practice-performance sequence for the dialogues; for the reading units listening, repetition and reading aloud are recommended.

126. CURIN, J. and others
Let's talk business: 1-2: Méthode audio-orale d'anglais commercial. Hatier (Paris) 1970. 160pp & 160pp + tapes + manual.
An intermediate-level course organised into fifteen Units which each consist of dialogues; comprehension questions; pronunciation exercises; structural manipulation exercises; topic-summarising statements; texts from newspapers, popularising sources or fiction; advertising materials from the press; model business letters and exercises on their content and sentence patterns; and translation into English and French. The books are attractively set out and include a number of cartoons.

127. DE BAECQUES, S. and others
Changing Britain. Belin (Paris) 1972. 192pp + tapes + teacher's manual.
A characterisation of the British economy and civilisation presented in three parts via a journey around the regions, through a consideration of financial topics, and

through a consideration of cultural institutions and trends. Each of the forty-seven units is accompanied by taped exercises on grammatical topics and is illustrated by four or five coloured photographs. The text of a unit typically consists of an information overview; extracts from official or magazine sources; a textual commentary on items of difficulty or collocational interest; translation of sentences which recapitulate in French the key information themes of the unit; and grammatically oriented sentence comparison exercises. There is a lexical index and a table of irregular verbs.

128. DE SCHIFFRIN, S. and others

English in business. Books 1 and 2. Longman 1969. 208pp & 186pp. An English course for Spanish-speaking students specialising in commerce who have had three years' tuition in English. The course is graded in terms of probable structural interference and frequency and aims to give a fundamental knowledge of English and a comprehensive survey of commercial techniques. A weighty place is given to phonetics and there is exclusive drilling. Comprehension exercises include blank-filling and combination, with a good deal of attention paid to phrasal verbs. Revision and testing materials are copious. There are occasional humorous cartoons to enliven the text. Commercialese is avoided. There is an overview for teachers. In Book Two the method is extended to cover a more advanced treatment of correspondence etc and to treat the topics Working for a Company, Working for a Bank, Bookkeeping, and Trade. The two coursebooks together are intended for the final two years of commercial and secondary schools.

129. DELPORTE, D.

Business English. Nathan (Paris) 1970. 224pp.
Aimed at University Institutes of Technology, this course is organised into sections on Channels of Distribution, Transacting Business, Settling Accounts, and Office Life - with brief texts, questions, grammatical drills and translation exercises within an overall but restrained use of French as the teaching medium. The text is copiously illustrated with generally contextualising photographs, and each section, in addition to the course component characterised above contains a business correspondence section and an anthology of texts, literary, journalistic etc, with questions. The information is up to date and the format is attractive.

130. DRUMMOND, G.

English for international business. Harrap 1970. 159pp.
This book is designed for people in business who need to communicate with English-speaking countries as part of their work, and could provide a useful reference book for teachers of English to commercial students. The book presupposes a command of the basic structures and vocabulary of general English, concentrating on the style and phraseology of commercial communications. It contains telephone conversations which can be used as a basis for oral practice, and examples of business letters to illustrate lay-out, followed by outlines which the student can expand for practice. Part Two contains useful general information on telegraphic English, differences of style in American correspondence, British and American vocabulary and monetary equivalents, weights and measures, and abbreviations.

131. ECKERSLEY, C.E. and KAUFMANN, W.
A commercial course for foreign students. Volume 1. Longman 1964. Fourth edition. (First published in 1947.) 328pp. Written at an intermediate to advanced level for students who wish to acquaint themselves with the register of business English as well as the techniques and practices used, this book contains many examples of commercial correspondence and documents, with passages - somewhat dated now - describing commercial operations. Much of the book is given to detailed narratives, and the exercises are relatively few. Test papers are contained in appendices, and there is a glossary of technical terms phonetically transcribed.

Volume 2. 1972. Fifth edition (revised). (First published in 1958.) 336pp. The format is the same as for Volume One, but in Volume Two the subject-matter is financial and economic rather than commercial. Test papers include questions set in the examinations of the London Chamber of Commerce, the Royal Society of Arts, and the Cambridge Syndicate. There is little emphasis on language practice in this volume - apart from the narrative passages for reading.

132. ECKERSLEY, C.E. and KAUFMANN, W.
English commercial practice and correspondence. Longman 1970. (First published in 1952; new edition in 1963.) 246pp.
A well-known introduction to the departments common to most business firms, their terminology and their correspondence. Olaf, a Swede, is attached to a London firm for training, and his progress through the firm provides a framework for the many examples and exercises on business letters. The text is illustrated by cartoons which comment on situations and vocabulary and often show a double meaning for words. Examples are given for the symbols of the International Phonetic Association, which are used when introducing new vocabulary in the text and exercises.

133. ENGLISH LANGUAGE SERVICES INCORPORATED
International trade. Collier-Macmillan 1966. 88pp.
An American book consisting of dialogues representing business situations, followed by 'terminology practice' and a lexical blank-filling exercise. There is a key to the exercises and a glossary.

134. FÉRAUD, P. and CHAMPION, J.P.
Commerce by easy stages. Dunod (Paris) 1965. 320pp.
The text is organised into seventy lessons typically beginning with a dialogue in which the topic of the lesson is introduced. Items likely to cause pronunciation problems have phonetically transcribed forms printed in small red type above them. Sections on grammar and comprehension together with contextualising photographs complete the typical lesson. Exercises are gathered at the back of the book. There is also an index and glossary, a grammatical index and a list of main irregular verbs.

135. FIRTH, J.
British banking. Collier-Macmillan (Special English Series) 1971. 118pp + tape. The book is intended for class-teaching but could also help a student working on his own. It is assumed that the user will have a basic grasp of English. Dialogues between a British banker and his clients and staff and two overseas bankers attached to him for training form the core of the material. Each chapter covers a separate aspect of British banking. The dialogues are followed by structural exercises and related passages for reading and comprehension. A few illustrations show typical equipment and documents. There is a key to exercises and a glossary of technical terms. A seven-inch tape of the dialogues and exercises is available.

136. FISHER, D.
Commercial English comprehension passages. Longman 1968. 119pp. Intended to help the student read commercial English in a number of fields (management, marketing, insurance etc) and to write clearly about what he has read. There are ten sections in the book, each of which consists of four texts increasing in difficulty, followed by a series of exercises, mostly of lexical manipulation. No assistance is given with sentence or paragraph construction. The source of the texts is not indicated except in the 'Acknowledgments', where reference to The Economist and Business provides a clue to the text level. The book is designed for people studying industry and commerce in their native language and in English.

137. FONTENILLES, A. and POUSSARO, M.
Business in contemporary society. Hachette (Paris) 1972. 272pp. An anthology of texts on Business Values; The Corporation; Management; Business and the Economy; Business and Government; Business and Labour; and Consumer and the Environment. These are drawn from technical treatises on economics, popular works and the press and presented without simplification for advanced students of English as a coursebook on the business aspect of Anglo-Saxon societies and institutions. There are notes in English after each section and suggestions for class debates. There is a glossary of some four hundred terms with French equivalents.

138. GREMIGNI, C. and AMATO, A.
A short course of commerce. Cassanova (Turin) 1969. 284pp. Intended for adult learners who already have a basis of English, the book presents preliminary information about business practice in short paragraphs, each with an English-Italian vocabulary and also in printed question-and-answer form. Details follow, partly in English and partly in Italian, on how to plan and write a business letter. A subsequent section raises points of grammar. Sample English and American business letters are followed by Italian letters for translation and composition exercises in which a situation is presented which demands that a letter be written. In conclusion, tables of British (pre-decimal) and American currency, and tables of weights, measures and temperatures are given as well as photographs of freight transport and insurance documents.

139. GUDERJAHN, W.P.K.
Modern business English. Gehlen (Bad Homburg) 1970. 139pp. This text is organised into nine chapters, ranging from the lay-out of a business letter to types of payment and faulty transactions. There are a large number of specimen papers and letters and practical exercises. Bilingual word-lists for each chapter are gathered at the back of the book and there is also a glossary. There is no specific attempt to deal with language-practice matters.

140. HOFFMANN, H.G.
English für Sie: Aufbaukurs Wirtschaft. Hueber (Munich) 1972. 192pp + tape. This book assumes a sound grasp of common-core English and is intended to lead the student up to the standard required by the German Folk High School Certificate in Business English. It is organised into twenty-seven units, each of which begins with an information theme presented through dialogue, letter or expository prose, and leads into comprehension, vocabulary study, and structural practice sections. There are also three testing units. Lexical annotations on a section-by-section basis are gathered together in a reference section, and there is also an index. The lay-out is attractive, using contextualising cartoons and up-to-date information sources. The overall aim is to develop student ability to discuss common commercial situations as well as read and write letters and reports.

141. HUMBERT, S.
Practice in commercial English. Dunod (Paris) 1970. Fifth edition. 316pp. A second-year course for students preparing for the examination of the British Chamber of Commerce. First published in 1955, it includes chapters on Typical Errors, Translating, Dictation, Typical Commercial and Specialised Phrases, Test Papers and Mock Examinations and previous British Chamber of Commerce examination papers (from 1958 to 1970); American Accountancy; Business Organisation; and Definitions.

142. JAY, M. and DE BAECQUE, S.
Economic surveys and business news. Belin (Paris) 1969. 128pp + tapes. The third and final part of a secondary-school course in business English, aimed at preparing students for university studies in Economics. There are thirty units, each cued in by visuals with captions often of an advertising nature and followed by a 300-400 word text taken from such sources as The Economist and Financial Times. There are word-study sections with glosses in English and French; comprehension questions; and translation work. The lay-out is attractive and colourful and uses visuals for design as well as contextualising purposes.

143. JAY, M. and DE BAECQUE, S.
Everyday life (Livre d'anglais commercial). Belin (Paris) 1968. 159pp. An intermediate course covering general topics and leading either to technical or to commercial English. Covers basic areas of grammar and presents a heavy load of vocabulary pictorially and, later, in texts. The exercises are of the traditional type.

144. JAY, M. and others
Business in the seventies. Belin (Paris) 1971. 159pp + tapes. This is a new version of a previous commercial English course called Business with Pleasure published in 1961. A visually attractive text with two-colour printing and coloured illustrations, the course is organised into thirty chapters, each following an episode in the life of a Mr Robinson, a keen business man who owns a store in Barchester. Each episode is illustrated and lexically annotated and leads into grammar practice, translation into English, essay topics, and correspondence models, some of which have to be translated. A set of fifteen tapes for use in laboratory or classroom accompanies the text. There are revision exercises, tables of irregular verbs, and a glossary.

145. MACK, A.
The language of business. BBC Publications 1970. 254pp + tapes. This course in business English is for people who already have a working knowledge of the language. The twenty-four units trace developments in the whole range of operations of a small company. A serial story is presented in dramatised form and is followed by an extensive glossary of technical terms, and specimen letters. There are some practice sentences for repetition (which are recorded, as are the episodes) and two short exercises for which a key is provided. There is an index of words and phrases and a description of the new British currency. Despite the paucity of exercises, the course could be used for private study.

146. MARGOLIS, S.
The department store. Collier-Macmillan (Special English Series) 1971. 117pp + tape. Follows the usual Special English format of a dialogue followed by three structural manipulation exercises, a short reading text plus comprehension questions. There is a key to the exercises, a glossary, and a tape to go with the book. The story-line covers the main activities of the retail trade, and the book is well illustrated. The student must have a good intermediate level of English.

147. MEINERS, C. and PRESTIFILIPPO, F.
An easy way to commercial English and business conversation. Valmartina (Florence) 1972. 410pp. This course is organised into four parts: Commercial Correspondence; Commercial Documents; Historical, Geographical and Technical Readings; and Topics for Conversation. The first two parts are organised in terms of basic terminology lists, models and exercises; the third and fourth present an anthology of texts with interspersed Italian equivalent terms italicised and bracketed in the body of the text. There is a section giving specimens of commercial documents and a dictionary to and from English of lexical items.

148. NAIDOO, P. and others
Office practice. 1: Clerical duties. Collier-Macmillan (Special English Series) 1971. 103pp + tapes. Intended for a young person embarking on a clerical career, the book assumes a good grounding in English. It follows the usual Special English series pattern of a dialogue followed by exercises involving structural manipulation and comprehension.

Topics for each section are: application for a job, interviews, the mail-room, the telephonist, filing, the receptionist, the stock-room, copying and duplicating equipment, petty cash, wages, and the Christmas party.

149. OUVRIEU, R.
Economic and social introduction to business. Masson (Paris) 1971. 192pp. An anthology organised on an historical and topical basis with abundant illustrations. Texts incorporate phonetic transcriptions in brackets and some twenty items per text are annotated in English and occasionally French at the foot of each text. Comprehension questions and translation work are included in each section and notes on historical or theoretical background matters are also given. It is an introductory coursebook for students beginning commercial studies with an intermediate knowledge of English.

150. OUVRIEU, R. and HART, D.
Business life 1 and 2. Masson (Paris) 1970. 162pp + 170pp. The first volume, Office life and office work, is aimed at secretarial students at commercial institutes etc and covers the various activities through a variety of story-lines and with abundant illustrations. An exposition of procedures and problems, often in dialogue form, is followed by sections on phonetics, lexis and grammar, both for reference and practice. There is a grammar by Laffay and Kerat appended dealing with tense, modality, parts of speech etc and including tables of irregular verbs; and there is an index to this. The second volume, Buying, selling and paying, is an introduction to commercial practice based on an anthology of texts, including fiction, and following the same pattern as the first volume in the series.

151. OXFORD UNIVERSITY PRESS: ENGLISH LANGUAGE TEACHING DEVELOPMENT UNIT
English for business: The Bellcrest story. Students' Book (123pp) + Teacher's edition + Tape Companion. Handbook (The Bellcrest file: 144pp). Oxford University Press/British Broadcasting Corporation/British Council 1973. 13 television colour films + tapes. This audiovisual package is intended for intermediate-to-post-intermediate use with business executives, technicians, research staff and secretaries. A dramatised story-line concerning Bellcrest Ltd, an imaginary engineering firm, and their attempt to develop a speed control device for electric vehicles provides the context and introduces the structure and vocabularies to be studied. Following each episode are exercises including sentence completion, reporting conversation, minute-writing and letter-writing; drills designed to practise conversational gambits used to signal manoeuvres or convey attitudes; active listening passages, including unscripted interviews with specialists in certain areas of business; and role simulation exercises in which a problem is stated and roles and responsibilities for the participants prescribed in the light of which students are required to negotiate and discuss and come to a collective solution. The Teacher's Book contains notes on method with particular reference to role simulation and a key to written exercises. The Tape Companion contains a transcript of the episodes and the drills, dialogues and passages for active listening. The Handbook contains the story outline together with documents, letters, dialogues and memos relating to each episode.

152. PACKMAN, R.

Business in Britain. Longman 1968. 240pp.
Aimed at the overseas student of British commerce and secondarily at the overseas businessman wanting an overall picture of the business scene in Britain, this is an expository text concerned with information content but only incidentally with the register of commerce. There are detailed summaries of each chapter and a short glossary of the more technical phrases and terms.

153. PICCHI, F.

Let's talk of commerce. Petrini (Turin) 1969. 418pp.
Part One (232 pages) consists of texts presenting commercial English and an almost total absence of exercises. The presentation is visually attractive, in two-colour printing and with photographs. The texts are partly contrived dialogues and partly descriptive. They are all set in an English context and cover a wide range of commercial topics. A fairly advanced level of English is needed. Part Two (152 pages) presents commercial correspondence, with commentary in Italian. Most of the exercises involve translation, and word-lists are provided for each chapter. The book ends with Italian-English and English-Italian word-lists.

154. PITTMAN, G.

Clerical English. Book 1: Preparatory. Oxford University Press (Melbourne) 1964. 133pp. For students wishing to work in shops, offices or junior administrative posts, eg typists, post office employees, and clerks. Teaches clerical procedures as well as clerical English. Each of the twelve sections is in four parts: a simple explanation of a common situation such as opening a bank account; 'Action', practising the work together with its vocabulary; 'Readings', a more detailed explanation of the situation; exercises - all directly relevant to clerical work.

Book 2: Advanced. 1965. 129pp. Nine sections, each dealing with a particular aspect of business and the kind of language that the small shopkeeper or other businessman will need to understand it. The same system of exploitation is used as in Book One.

155. RAGAZZINI, G. and SINHA, B.N.

Basic commerce. Mondadori (Milan) 1971. 379pp.
A comprehensive text arranged in four parts. Part One covers Commercial Practice in seven chapters dealing with From Producer to Consumer, Forms of Business Organisation, The Sale of Goods, Transport and Warehousing, Customs and Insurance, Means of Payment, and Banking. Each chapter is divided into lessons and each lesson consists of illustrated expository texts employing two-colour printing and bold type to deal with definitions and technical terms respectively. The texts are lexically annotated and supplied with comprehension questions. Part Two consists of passages from English and American authors to be used as reading texts. These include Charles Dickens on nineteenth-century conditions, and the Central Office of Information on the current scene. Each passage is around two hundred words and there are copious annotations in Italian. Part Three features Letter-Writing in Business. Models are given for various types of letter and these are followed by exercises. Part Four consists of Italian business letters to be translated into English.

156. RATCLIFFE-CHOPIN, J.
The business world. Langues et Affaires (Paris) 1967. 316pp. This text is organised into three books: A Study of the Economic World; Commerce and Business Organisation; Commercial Correspondence. The first consists typically of expository text, vocabulary lists with phonetic transcriptions or French equivalents, collocations and notes and practice material on grammatical topics. The second is similar except for grammar, which is only occasionally treated. The third treats a variety of letter types and includes vocabulary work and translation practice. There are no illustrations. An appendix contrasts English and Anglo-American and there is a table of irregular verbs. The text requires a sound general command of English and is aimed at the general public as well as students of commerce.

157. RIVARONO, O. and DEAGLIO, M.
Commerce theory and practice. Paravia (Turin) 1966. 411pp. Consists of three parts: a descriptive survey of business organisation with vocabulary notes preceding and summarising questions and answers following each chapter; a listing and exemplification of verbs related to Goods, People Working in Commerce, Business Understandings, Documents and the Home Trade and International Trade, together with passages for translation; a substantial section on commercial correspondence, with chapters devoted to a wide variety of types of correspondence - with specimens, lexical annotations and exercises in composition. There is a glossary and index.

158. SCATI, M. and VIVALDI, N.
A programmed course of business English (Corso di inglese commerciale per le scuole medie superiori). Le Monnier (Florence) 1970. 211pp. The first part gives brief programmed information on aspects of business English by means of vocabularies, short reading passages, comprehension tests and bland-filling exercises. The lay-out of a commercial letter is then explained. Examples of letters of various types are followed by pattern drills, letters with blanks to be completed and instructions for independent production of letters to the student.

159. SMITH, H.
Business is business 1. Dunod (Paris) 1969. 209pp. This introduction to business enterprise and business English assumes a fairly advanced general knowledge of English. It consists of an anthology of texts with lexical annotations, often not very copious, and a glossary of terms, and the emphasis is more on subject-presentation than on language development.

160. TONGBAI, C.
English for general business. The author (Bangkok) 1970. Based on materials tried out at the SEAMEO Regional English Language Centre, the course consists of twenty-five units for intermediate students. Units typically consist of contextualising drawings, expository text, vocabulary lists, and exercises of the slot-filling kind. There is no index or glossary.

5.2 Commercial Correspondence

161. BLADEN, W. and ROHRER, F.
Five steps in business correspondence. Verlag des Schweizerischen Kaufmannischen Vereins (Zurich) 1969. 244pp + tapes.
This course, centring on the expansion of a British fruit and vegetable import business, attempts to teach business correspondence in the situational context of a complete business transaction. Letters are presented as models with prescriptive and language practice footnotes; these are followed by content questions and translation practice and by a reading passage either in the form of a dialogue or commentary on the situation and further exercises on language features. The situations covered are: a transaction from the inquiry stage to the execution of the order; requests for information; ways of settling home and foreign accounts; complaints and their adjustment; advertisement and application. There is a series of appendices as aids to translation, including tables of abbreviations, and irregular verbs and bilingual vocabularies. Some knowledge of mother-tongue business correspondence and a sound command of general English are assumed.

162. ECKERSLEY, C.E. and KAUFMANN, W.
English and American business letters. Longman 1970. (First published in 1954; new impression in 1962). 176pp.
Beginning with lay-out and followed by examples of stilted and cliché language, modern British letters are compared with the more vivid and personal style of American letters. The student is warned that the writing of the apparently casual American letter is an art which can be achieved only after long practice and training. He is advised to adhere to the clear and succinct though more formal style of a good English business letter. Examples and exercises are given for letters common to all types of business. An appendix compares the vocabulary and syntax of British and American English in this field.

163. KENCH, A.B.
The language of English business letters. Macmillan 1972. 214pp.
This course in commercial correspondence for foreign students of English is arranged in two sections. The first consists of sample letters introducing key structures which are studied, manipulated and used by the student in practice exercises. The second consists of samples of correspondence, notes, exercises and letter-writing projects. Exercises are largely rewrite and connection types. There are no visuals. The language level is advanced.

164. KING, F.W. and CREE, D.A.
Modern English business letters. Longman 1962. 311pp.
Contains sixteen chapters dealing with common forms of business correspondence, accounting, shipping, insurance, telegrams, minute-writing and hotel reservations. Practical exercises are included in each section. Emphasis is on the commercial content. There is no attempt at grading the language or vocabulary used. Suitable only for advanced students, but much of the commercial content has now been superseded.

165. KNECHT, P. and PIGUET, P.
Correspondence commerciale anglaise. Payot (Lausanne) 1969. 175pp. A manual and index for commercial schools and private study, with model letters arranged in short transactional series followed by short pattern-practice and blank-filling exercises. An appendix contains a chapter-by-chapter vocabulary and phrase-list with French equivalents.

166. LENZ, L. and others
Modern business letters. Heckners (Wolfenbuttel) 1967. 182pp + 24pp. Consists of a functional classification of business letters with general comments, model examples, suggestions on content and phraseology to be used in composition, and exercises in composition based on content summaries and a similar categorisation of business transactions, with exercises related to situations described. A glossary of technical terms with phonetic transcriptions and German equivalents is separately published as a booklet.

167. MASSON, W. and others
Nouveau cours d'anglais commercial. Dunod (Paris) 1968. 332pp. The course is organised into thirty-five lessons, each dealing with a specific type of correspondence situation - Founding a Firm, Admission of a Partner etc - and offering letter models, vocabulary notes and grammar exercises. There is a treatment of abbreviations and technical terms in a set of appendices.

168. SACHS, R.
A short course in commercial correspondence (Kurzlehrgang der modernen englischen Handelskorrespondenz). Hueber (Munich) 1968. 106pp. Teacher's key: 20pp. Confining its teaching strictly to letter-writing by example and exercise, this small book covers the lay-out of an English and American business letter and deals with the various stages of the buying and selling of goods. There is an English-German vocabulary and a list of commercial terms and common abbreviations. A few commercial anecdotes enliven the text.

169. URAI BHUNDOOMBHOAD
English business letter writing materials. The author (Bangkok) 1970. 149pp. Aimed at final-year students in vocational schools, this book concentrates on Letters of Inquiry, Orders and Job Applications. For each type models are given and structural patterns are delimited and practised. There is an appendix of sentence-pattern examples and a vocabulary list with source and page-references.

170. WILMS, M.
OK for mailing. Plantyn (Antwerp) 1971. 52pp.
Intended as a quick overview of English commercial correspondence for classes needing acquaintance with business English, this volume consists of 135 numbered sections dealing with commercial situations; model responses; exercises based on rewriting model letters through using a repertoire of provided synonyms; terminology guides, and letter-writing exercises with content guidelines. A sound knowledge of English must be presumed. There is no explicit grammatical component. A glossary of some seven hundred general and technical terms is appended.

5.3 Hotels and Catering

171. ALBANESE, F. and PLANT, D.
Hotel English. Mursia (Milan) 1971. 89pp. A course of dialogues for hotel and catering students covering such situations as information services, the restaurant, complaints about service etc. Each dialogue is footnoted with translation glosses and occasional phonetic transcriptions. There are also key structure exercises with incremental and transformational drills. Examples of both British and American idiom are given.

172. BRITISH BROADCASTING CORPORATION
Grand Hotel - Good morning! BBC Publications 1969. 13pp + record. A series of fifteen conversations for those engaged in the hotel, catering and tourist trades and needing to use English in an appropriate style. Phrases and terms peculiar to the register are italicised and annotated. Topics vary from making reservations to hairdressing and floor-service situations.

173. GINSEL, H. and SCHILLE, H.
At your service. Braumüller (Stuttgart, Vienna) 1971. 359pp. Aimed at Austrian foreign trade schools for those training to work in hotels and based on the pattern-practice approach, this text is organised into thirty lessons, each with dialogue or information lead-ins, phrase-lists and a plenitude of exercises.

174. SCHILLE, H.
Englisch für das Gastgewerbe. Braumüller (Stuttgart, Vienna) 1972. 149pp. A thirty-lesson course for beginners, dealing with hotel service situations, with special reference to the restaurants. Lessons typically begin with dialogues and brief information texts followed by comprehension tests and translation practice. Models of menus and wine-lists are included. There is an appendix on food, drink, measures and weights.

175. WORSDALL, V.
Hotel personnel. Book 1: Office managers, clerks, cashiers, telephone operators. Collier-Macmillan 1971. 122pp + tapes. An American book designed for non-native speakers of English working in the hotel trade. It follows the familiar Collier-Macmillan pattern of dialogue, structural practice, and short texts. There are tapes, a key to the written exercises, and a short glossary.

II SIMPLIFIED READERS

1. THE BRIDGE SERIES — Longman

Abridged and specially written texts for students with an active vocabulary of three thousand words (the General Service List plus additional words taken from the first three thousand in Thorndike and Lorge: A Teacher's Handbook of 30,000 Words). Words outside this range are explained in a glossary. The series is illustrated and its factual titles include the following texts of a scientific and technical nature:

i. The Kon-Tiki Expedition (Thor Heyerdahl);
ii. The Mysterious Universe (Sir James Jeans);
iii. Changing Horizons (G.C. Thornley);
iv. Power and Progress (G.C. Thornley);
v. Ways of the World (G.C. Thornley)

and one dealing with medical matters:

vi. Mankind against the Killers (James Hemming).

2. LIVES OF ACHIEVEMENT — Longman

A series written within a word-count of two thousand words, similar to the Longman Simplified English Series but with the introduction of some two to three hundred new words which are explained in a glossary. The series is illustrated and includes among its titles the following:

i. Louis Pasteur (E.M. Attwood);
ii. Madame Curie (Eve Curie);
iii. Marco Polo (A. Johnston);
iv. Thomas Edison (F. Trevellyan Miller).

3. LIVES OF GREAT MEN AND WOMEN — OUP

A set of five series including:

i. Series 2: Great Explorers;
ii. Series 3: Great Inventors;
iii. Series 4: Medical Scientists and Doctors.

4. LIVING NAMES — OUP

A series including:

i. Seven Civil Engineers;
ii. Six Physicists;
iii. Seven Inventors;
iv. Seven Biologists;
v. Pioneers of Medicine;
vi. Six Men of Business.

5. LONGMAN STRUCTURAL READERS Stage 4

i. Oil (Norman Wyler).

6. MEN AND WOMEN AT WORK OUP

A series describing activities and intended to be useful for project studies:

i. Oil from under the Ground (I. Williamson);
ii. Our Letters in the Post (G.A. Campbell);
iii. Ropes and Rope Making (A.E. Haarer);
iv. Rubber in the World Today (P.D. Patterson);
v. Leather in the Service of Man (M.F. George);
vi. The Story of Transport (C. Wise).

7. PATTERN READERS Macmillan

Include:

i. A Book of Railways (Secondary Level Beginners' Grade);
ii. The Highway (Secondary Level Intermediate Grade);
iii. A Visit to the Maritimes (Secondary Level Advanced Grade).

8. PLEASANT BOOKS IN EASY ENGLISH Longman

Includes, at Stage 4 level, a vocabulary of 1,500 words:

i. Small Beginnings;
ii. Man against Nature;
iii. World of Today and Tomorrow.

9. PRACTICAL READERS Longman

A series of semi-technical readers covering such trades as carpentry, building, electrical, agricultural and mechanical engineering, and such occupations as housewifery, nursing and general social activities. Include:

i. Stage 3 Readers (1,000 words):

Return Journey;

Three Trains;

Mrs Marlow's Money.

ii. Stage 4 Readers (1,400 words):

Stolen Secrets;

Television Plan.

10. READING FOR INFORMATION OUP

Two readers with photographs and line-drawings designed for early secondary school:

i. The Sea;
ii. Buried Treasure: Minerals and Mining.

III ARTICLES, BOOKS AND REPORTS ON ENGLISH FOR SPECIAL PURPOSES

ADEGUN, J.O., and others
'Report on a language experiment with primary science texts' in Journal of the Nigerian English Studies Association 2 (November 1967) 69-72

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English Language Registers. Onibonoje Press (Ibadan) 1968

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'Semantic features of quantitative prefixes in technical English' in Philologia Pragensia (Prague) 12 3 (1969) 152-8; summarised in Language-Teaching Abstracts 70-102

BARRETT, W.
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* Published by the Cambridge University Press
** Published by the English-Teaching Information Centre (British Council)
*** Published by the Oxford University Press

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Les langues de la spécialité: Analyse linguistique et recherche pédagogique Saint-Cloud, 23-30 November 1967. Strasbourg: Council of Europe; Council of Cultural Cooperation, 1970.

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'French for science students: Objectives and teaching strategies' (pp.64-72)

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'English in the teaching of science and technology throughout the world' (pp.12-18)

MACMILLAN, M.
'Teaching English to scientists of other languages: Sense or sensibility?' (pp.19-30)

STREVENS, P.
'Alternatives to daffodils; or Scientist thou never wert' (pp.7-11)

WIDDOWSON, H.
'The teaching of rhetoric to students of science and technology' (pp.31-40)

WINGARD, P.G.
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IV CURRENT RESEARCH IN BRITAIN

The Centre for Information on Language Teaching and Research (CILT) maintains a register of research in progress in Britain on language and language teaching. The register is published as Language and Language Teaching: Current Research in Britain 1971-72 (Longman, 1973), and the entries set out below (identified by the serial numbers used in the register) are reproduced by permission of Longman. The information is provided by the researchers concerned.

674 Name: W Otley
12 Bents Green Avenue
Sheffield S11 7RB

Institution: Sheffield Polytechnic
Pond Street
Sheffield S1 1WB
and
University of Sheffield

Project: Lexicology and sociolinguistics.

An enquiry into the practical aspects of the isolation and identification of specific registers in spoken English. The first study is of the professional English of salesmen. Field recordings are processed and analysed by computer. Information provided from the data and the methodology is to be used later in the development of parallel research in European centres to provide special language training in specific registers for special purposes.

For degree of MA(Ed), with the possibility of a doctorate later.

Date Begun: 1966.

Progress reported: 1971: data processed (130,000 words of salesmen's language from 50 interviews, 20,000 of general conversation, 17,000 spoken prose).

Information correct June 1971

863 Name: C H Garwood
Department of English
and Liberal Studies
University of Wales
Institute of Science
and Technology
57 Park Place
Cardiff CF1 3AT

Institution: University of Wales
Institute of Science
and Technology

Project: Spoken English in work situations.

Analysis of language and preparation of materials for application in relevant fields of study. Tape-recordings in work situations at factories and training centres are used for lexical and structural analysis. This will be relevant to the teaching of school leavers, particularly immigrants.

Date Begun: July 1968.

Progress reported: 1971: work on compilation of appropriate registers has begun.

Information correct June 1971.

951 Name: Professor B Pattison
University of London
Institute of Education
Malet Street
London WC1E 7HS

Institution: University of London
Institute of Education

Sponsor: Michael West Trust

Associates: A V P Elliott
G Broughton and others

Project: An investigation of the English necessary for the integration of immigrant pupils into ordinary classes in mathematics in the first year of a secondary school in the United Kingdom.

A number of mathematics lessons have been recorded and the speech is being analysed with a view to determining the principal features of the language of mathematics teaching in the first year of secondary schools.

Date Begun: 1967.

Information correct July 1971.

954 Name: Miss G Llewellyn
Department of English
and Foreign Languages
Commerce Centre
City of Birmingham
Polytechnic
Aston Street
Gosta Grecn
Birmingham B4 7HA

Institution: Department of Education
University of Aston in
Birmingham
Gosta Green
Birmingham B4 7ET

Project: The language needs of immigrants when they first start work.

The aim is to discover the type of language needed by immigrants when they first go to work, and then to devise a language scheme covering those items which have been found to be essential. Several tape-recordings have been made of such things as interviews, induction courses, shop-floor training etc. These have been analysed in terms particularly of their structures and key vocabulary items. A course covering these items is being devised which, it is hoped, will be of use to teachers in evening institutes, reception centres etc.

Thesis for higher degree.

Date Begun: October 1968.

Information correct June 1971.

978 Name: N L Haddock
19 Whitehead Road
Manchester M21 1HA

Institution: Department of Modern
Languages
University of Salford
Salford M5 4WT

Project: Programmed English grammar drills and exercises.

The purpose of the work is to build up a body of working material for overseas university students in various disciplines and with varying proficiency in English. The exercises, some of them suitable for language laboratory use, are in part suggested by transformational grammar.

Date Begun: About 1955.

Information correct September 1971.

995 Name: H G Widdowson
Department of Linguistics
University of Edinburgh
Adam Ferguson Building
George Square
Edinburgh EH8 9LL

Institution: University of Edinburgh

Project: An applied linguistic approach to discourse analysis.

An examination of discourse analysis as a basis for preparation of teaching materials, with special reference to the analysis of texts of scientific and technical English, and the preparation of materials for people learning the language as a service subject.

For degree of PhD.

Date Begun: January 1969.

Progress reported: In Science and Technology in a Second Language (CILT, for British Association for Applied Linguistics, 1971). (See p of this Guide.)

Information correct June 1971.

1080 Name: D Waters
30 Troubridge Avenue
Kilbarchan
Renfrewshire PA10 2AU

Institution: University of Strathclyde
George Street
Glasgow C1

Project: The vocabulary of international organisation, with particular reference to the League of Nations in its formative period and the influence of French on English.

This will comprise a glossary and chapters on semantic developments and their relation to structural linguistic theory.

For degree of PhD.

Date Begun: January 1969.

Information correct February 1972.

1107 Name: Dr P Wright
Department of Modern Languages
University of Salford
Salford M5 4WT

Institution: University of Salford

Project: Survey of non-standard English.

1. a) General vocabulary, including expressions for general activities, town and city ideas, and from rhyming slang; b) grammar; c) pronunciation; d) intonation, rhythm and word-stress.
2. The language of particular industries (eg inshore fishing, coal-mining, baking, steel, building).

Preparation of a book for publication.

Date Begun: 1965

Progress reported: 1970: several articles already published, especially on (2) (details obtainable from the investigator).

Information correct November 1971.

1136* Name: Professor J Coveney
School of Modern Languages
University of Bath
Claverton Down
Bath BA2 7AY

Institution: University of Bath

Sponsor: McKinsey & Company Inc.

Associates: Miss S Dutton, research assistant

Project: Management terminology in French and English.

Publication of a glossary of selected terms in French and English is planned.*

Date Begun: July 1970.

Information correct October 1971.

1187 Name: A C Root
School of Arts and Languages
Kingston Polytechnic
Penrhyn Road
Kingston upon Thames
Surrey

Institution: Kingston Polytechnic

*Late note: Completed and published: Coveney, James and Sheila J Moore: Glossary of French and English Management Terms (Longman, 1972).

Associates: G Ducroux,
research assistant;
Miss P Hall,
tape librarian

Project: A comparative study of spoken English and French in the field of mechanical engineering.

A vocabulary and sentence structure analysis of lectures given in the Higher National Diploma (mechanical engineering) course at the Polytechnic and in the Diplome (genie mecanique) course at the Institut Universitaire Technique Cachan (Paris).

Date Begun: September 1970.

Information correct October 1971.

1239 Name: M W Stubbs
Centre for Research in
the Educational Sciences
University of Edinburgh
23 Buccleuch Place
Edinburgh EH8 9JT

Institution: University of Edinburgh

Project: Language use in teaching situations.

Analysis of tape-recordings of teacher-pupil spoken interaction, aiming to relate features of the language used to social context, functions and speaker roles. Teaching situations studied include small group discussions in English with six native English-speaking teachers and French children aged 11-17 (already recorded); and classroom teaching, L1 and L2, to be recorded in an Edinburgh secondary school. It is hoped also to relate interaction analysis to questionnaire and interview data on pupils' attitudes to language and language learning, and on their ability to talk about language.

Thesis for degree of PhD.

Date Begun: October 1970.

Information correct December 1971.

1485 Name: Dr R R K Hartmann
and
C S Butler
Language Centre
University of Nottingham
Nottingham NG7 2RD

Institution: University of Nottingham

Project: Registers and terminologies.

Compilation of contributions by various authors on the subject of special languages, under four main headings: variety in language, special terminologies, description of special languages, the teaching of languages for special purposes.

Preparation of a book.

Date Begun: 1971.

Progress reported: 1972: in paper to be read by C S Butler at BAAL seminar on German applied linguistics (Nottingham, 1972).

Information correct February 1972.

The three following entries have been incorporated in the register at CILT since the 1971-72 edition went to press:

1509 Name: C N Candlin
Linguistics Section
Department of English
University of Lancaster
Bailrigg
Lancaster

Institution: University of Lancaster

Associates: J M Kirkwood
(Department of Russian Studies);
Miss H Moore
(University of Leiden)

Project: Study skills in English: materials production and course design.

The project is producing functionally-oriented language teaching materials, including audio- and video-tape for overseas postgraduate students in the area of English for special purposes (science, technology, business studies). The materials are designed for the study situation at postgraduate level in the United Kingdom.

Date Begun: September 1971.

Progress reported: Materials so far produced have been for intensive courses at Lancaster; it is hoped to produce materials packages for use elsewhere.

Information correct January 1973.

1518 Name: Professor J M Sinclair
Department of English
University of Birmingham
PO Box 363
Birmingham B15 2TT

Institution: University of Birmingham

Sponsor: Social Science Research Council

Associates: Dr R M Coulthard,
Miss M C Ashby

Project: The structure of verbal interaction in selected situations.

This project aims to further develop a theory and method for the analysis of spoken discourse, building on the findings of a recently completed study. An attempt is now being made to extend and modify the descriptive methods to apply to further

types of spoken discourse. A preliminary selection has been made of three situations in which the investigators expect that the construction of an ordered discourse will differ, particularly on the dimension of how the development of talk is controlled: a) doctor-patient interviews; b) television discussion programmes; c) bargaining and planning meetings in industry.

Date Begun: September 1972.

Information correct February 1973.

1527 Name: T C Tinkler
Tyntesfield
Alma Road
Sale
Cheshire

Institution: Department of Education
University of Manchester
Manchester M13 9PL

Project: The use of the passive in certain social science lectures, and implications for teaching English to non-native speakers.

The aim is to examine the passive as used in a number of lectures on selected social science subjects at the University of Manchester so as to obtain information on which to base recommendations for the teaching of the passive to students of those subjects who are non-native speakers of English. Method: a) a review of previous research; b) and c) an examination of three taped lectures in a first and three taped lectures in a second pilot experiment; d) an examination of 24 taped lectures in the experiment proper; e) conclusions and recommendations for teaching. The research is intended to bridge the gap between linguistics and classroom teaching, providing practical information for teachers. It is envisaged that the passive would be taught to students with at least one year's knowledge of English.

Thesis for degree of MEd.

Date Begun: October 1972.

Information correct March 1973.

V THESES AND DISSERTATIONS ON ENGLISH FOR SPECIAL PURPOSES

ASH, E.W.
A linguistic analysis of some contemporary philosophical prose in terms of the traditional grammatical categories. Leeds (Diploma), 1964

ASTON, M.G.
Verb-forms in textiles text: A comparative statistical study. Leeds (MA), 1970-71

BAKER, A.
A study of verbal collocations in the association football coverage of the Guardian and the Daily Sketch. Leeds, 1967

BANDARANAYAKE, D.D.
The teaching of English to teacher-trainees of science. London: Institute of Education, 1967; at ETIC

BARALDI, C.
Comparative analysis of the vocabulary of the human body in Spanish and English: A study in lexis. Edinburgh (Diploma), 1960-61

BEAN, C.M.
Some aspects of the English food-and-drink advertising. Cardiff: University of Wales Institute of Science and Technology, 1967-68

BEKOE, E.O.
The teaching of English in Ghana polytechnics: A suggested approach with emphasis on oral work for first-year crafts and general engineering students. Leeds (Diploma), 1968

BIDDULPH, G.M.R.
The scientific register. Edinburgh (Diploma), 1961-62

BRANNAN, D.
A comparison of the errors made by grammar and technical pupils in alternative papers in GCE English Language. Manchester (MEd), 1963-64

BROWN, A.
The structure of a television debate on the Plowden Report. Leeds, 1966-67

BUCK, S.M.
Holiday advertising in Bermuda and Ireland. London (MA), 1968-69

CANT, M.
A description of some of the features of the register of dressmaking patterns. Leeds (Diploma), 1963

CARRADINE, J.J.
Some notes on the differences between eight science reports from The Times and eight scientific papers upon which they were based. Leeds, 1968

CHATTERJEE, B.
The teaching of English in India, with special reference to the needs of university students of science and technology. London: Institute of Education, 1965; at ETIC

COE, G.E.B.
On the language used in the context of eating and drinking in public places. Leeds (Diploma), 1961-62

DAKIN, J.
A survey, with bibliographical notes, of the discussion on the medium of instruction in India since 1947. Leeds (Diploma), 1965-66

DAVIES, M.
Some aspects of language in travel brochures. Leeds (Diploma), 1965-66

DE BOLIVAR, A.C.
An analysis of certain linguistic features of widely prescribed texts in English for Latin American university students of psychology, with implications for teaching English to them. London: Institute of Education (MPhil), 1971

FARRINGTON, P.
Writing on street-poster advertisements. Leeds (Diploma), 1964

FORDYCE, G.P.
Analysis of a lecture in the scientific register. Edinburgh (Diploma), 1963-64

GADD, D.W.J.
A linguistic study of BBC radio news-bulletins. Leeds, 1966

GARWOOD, C.H.
The examination of certain linguistic structures contained in chemistry textbooks used in courses for General Certificate of Education. London (MA), 1963

HUSAIN, S.M.R.
A four-week reading exercise in scientific register for pre-university students in India. Edinburgh (Diploma), 1970

JACKSON, W.J.
A linguistic overview of some selected advertisements found in middle-class magazines from America and Britain. Leeds (Diploma), 1968

KANNIAH, J.
English for science students, with reference to science-learners in English as a second language in Singapore secondary schools. Leeds, 1970; at ETIC

KNIGHT, M.
An investigation into the language used in editorials of eleven daily newspapers in their treatment of the change-over to decimal currency in February 1971. Leeds (MA), 1970-71

KNIGHT, P.A.
A grammatical analysis of compounds used in nominal groups in newspaper car-advertising. Leeds (Diploma), 1967

LABRU, G.L.
Indian newspaper English. Leeds (Diploma), 1968

LEACH, P.
The language of air-traffic control. Leeds (Diploma), 1968

MANSOUR, N.
Scientific English for students of geography. Reading (Diploma), 1967; at ETIC

MOHEB-BOL-ENSAN, P.
Technical English for secondary schools in Iran. Leeds, 1970; at ETIC

MOKOBE, R.
Proposals for teaching English to the science sections of the academic secondary schools in the Sudan. Leeds (Diploma), 1971

MURISON-BOWIE, S.C.
Aspects of the relevance of 'register' to the teaching of English to students with special interests. Edinburgh (Diploma), 1966-67

OSMERS, M.E.
A study of the present-day spoken English of church-sermons. Oxford: Institute of Education (MPhil), 1966

PHILLIPSON, R.
Intonation in cross-examination. Leeds (MA), 1968-69

RAHMAN, A.
Some English-teaching problems in Pakistan, with special reference to scientific and technical needs. Leeds (Diploma), 1962

ROE, P.J.
An investigation into some analytical and methodological principles of limited-objective language learning in the context of one clearly defined job-description. Essex (MA), 1970

RUMSZEWICZ, W.
On contemporary scientific and dramatic English. Leeds (Diploma), 1961

RUSSELL, A.L.M.
Spoken English in television advertising. Leeds (MA), 1969

SCOTT, A.
An examination of advertisements in fifty magazines and newspapers. Leeds (Diploma), 1963-64

SECCOMBE, P.J.
Styles of English encountered within the register of obstetrics and gynaecology related to the linguistic problems of the overseas post-graduate student. Edinburgh (Diploma), 1960-61

SHAW, G.W.
Special brands of English and teaching them. Leeds, 1967; at ETIC

SIDDIQUI, M.A.
An English word-list for students of science and technology at universities in Pakistan. Leeds. Undated

SIMPSON, W.M.
An examination of some of the ambiguities found in advertising slogans. Leeds (Diploma), 1967

STANNELL, P.J.J.
Establishing a register, with special reference to commercial correspondence. Edinburgh (Diploma), 1966-67

THAKUR, D.
Linear programmes for the teaching of scientific English in India. Edinburgh (Diploma), 1965-66

THOMAS, G.E.
Number, please! Two instructional television films on how to use a crank-telephone in East Africa. Edinburgh, 1968

TOMLINSON, A.F.
A study of some of the features of the language of television advertising. Leeds (Diploma), 1965-66

VISVESARAO, R.
An analysis of the collocation of words in economics. Leeds (Diploma), 1962

WIDDOWSON, H.G.
A case for the teaching of L2 English as a medium for science. Edinburgh (Diploma), 1964-65; at ETIC

WILSON, E.K.
A description of some of the features of the language of Scottish conveyancing observed in the grammar and orthography and mainly in the lexis of certain documents. Leeds (Diploma), 1963

ZAMUDIO, M.
Nominal compounds in scientific English. Bangor (MA), 1971

ETIC has compiled a complete list of theses written in recent years on postgraduate courses related to English teaching. The register is published by ETIC as Theses and Dissertations Related to the Teaching of English to Speakers of Other Languages and costs 60p.